

LEGAL PRODUCT CO-ORDINATOR

Department/group	Legal
Office	London
Reporting to	Head – Shareholding Disclosure
Role Type	Permanent / Full-time

About aosphere

aosphere Limited produces market leading web-based legal and compliance management products currently focused on derivatives, shareholding disclosure, cross-border distribution, cross-border lending, data privacy, e-signatures and crypto asset regulation. aosphere's products are used by over 750 institutions and over 15,000 users worldwide including most leading banks and 80% of the top 20 world's largest asset managers. Its flagship products include netalytics, CSAnalytics, diligence and the Rulefinder product range. aosphere Limited is at the forefront of legal innovation and has featured multiple times in the prestigious Financial Times Innovative Lawyers report. aosphere Limited is also a pioneer in the use of flexible working arrangements. The team is based in London, New York, Adelaide, Belfast, Hamburg, Rome and Dubai.

Role purpose

We are currently seeking to recruit a Legal Product Co-ordinator to join the Shareholding Disclosure (SD) team. The SD team runs the Rulefinder Shareholding Disclosure product, which is used by almost 500 financial institutions (more details [here](#)). The successful candidate will work directly with the SD team of lawyers, providing administrative support to them.

Key relationships

aosphere product/legal, admin and support/monitoring teams, local counsel around the world..

Role and responsibilities

- Assisting the legal team with document management and editing tasks, such as preparing draft memoranda (following a checklist of instructions) and restructuring documents.
- Managing administrative projects and deadlines.
- Working closely with the aosphere legal team and monitoring team to conduct regular reviews of data sources that are used for "horizon scanning" purposes.
- Assisting the legal team to set up new sources and links for monitoring, ensuring all jurisdictions and relevant topics are covered.
- Supporting the lawyers in their review of daily alerts monitoring email, e.g. by producing translations or blacklines.
- Content editing for the Rulefinder Shareholding Disclosure product, following instructions from the lawyers.
- Using CRM platform, e.g. to record client meeting summaries and produce summary reports.
- Organising and summarising information.
- Regular reviews of existing processes to identify areas to improve efficiency.

- Dealing with specific lawyer requests.
- Working with Word and Excel.

Key requirements

- Excellent attention to detail.
- Experience of supporting lawyers and working with legal documents.
- Organised and methodical approach to work with a high level of accuracy.
- Excellent communication and interpersonal skills on all levels. This role involves daily communication with the aosphere product/legal and monitoring/support teams.
- The capability to rapidly learn new IT applications.
- Pro-active, self-motivated and able to work on own initiative and under pressure.
- Team working skills are essential.
- No prior subject knowledge of shareholding disclosure or legal qualification required.

Who we are looking for

The position would appeal to an individual with experience working with and supporting lawyers and wishing to work in a small team and fast-growing legal technology environment. PA or similar experience in top tier law firm preferred. All necessary training to ensure the successful candidate is fully involved in supporting the business at the earliest opportunity will be provided. Opportunity to work flexibly including part-time arrangements (min 4-day week) and working from home on selected days (following probation period).

