Information Resources Coordinator

The Brattle Group,
Boston, Massachusetts, US

Salary: Not stated

Status: Full-time

Posted: Not stated

Deadline: Not stated

Position:
Information Resources Coordinator

Position Description:
The Brattle Group is seeking a motivated and flexible individual with strong communications skills for an Information Resources Coordinator position in our Boston, MA office.

This position is responsible for supporting the Manager of Knowledge Services and the firm’s information resources and library services department. The person in this role will be responsible for delivering timely, reliable, and quality research and products and to serve the consulting and corporate services staff in their research efforts.

Position Responsibilities:

- Assist consulting staff with in-depth research requests
- Monitor the information resources marketplace in order to identify new or replacement products/services to fill knowledge gaps or replace research or data products
- Act as the point person for user set-up and inquiries, and provide training as needed
- Monitor copyright and usage integrity for materials maintained, distributed, purchased, used, and/or posted
- Purchase usage permissions for copyrighted data and any other information requested throughout the firm
- Collaborate with KM manager and IT to continue to build and improve internal KM database
- Work with KM manager to determine best practices to collect information from consulting staff on previous projects
• Provide support to the consulting staff and marketing team by performing in-depth business
development research for consulting staff (briefing docs, case reviews, etc.)
• Strategize improvements to our internal processes in order to improve the collection and
dissemination of knowledge across practices and offices

**Required Qualifications:**

The position requires someone who is a quick learner with strong organizational, attention to
detail and time management skills, as well as the ability to handle numerous projects and
deliverables simultaneously. Other requirements include:

• Master’s in Library Science required
• A minimum of four (4) years of experience in an information resources/library services
  research role
• Cataloging experience required
• Experience using online cataloging systems like EBSCO Discovery
• Experience with vendor relationships a plus
• Advanced proficiency in online research and legal databases (1-2 years LexisAdvance,
  Law360, experience)
• Proficiency in collaboration applications (SharePoint preferred)
• Takes pride in working within a high-quality, high-integrity organization
• Must be self-motivated, work independently and keep in constant communication with
  internal clients and manager
• Maintains strict confidence with confidential matters and exercises appropriate judgment
• Occasional overtime and travel

**Closing Date:** Not stated

**Special Instructions to Applicants:**

In order to be considered for this position, you must apply through the Careers section of our
website (http://www.brattle.com/Careers/Default.asp) by submitting a cover letter with salary
history and resume.