

Job Title:

Junior New Business Intake and Risk Consultant

Who we are and what we offer you

Pinnacle is a trusted guide and expert partner of the world's leading law firms. We help our clients get the most from their critical business applications and the data these applications hold. We also have long-standing partnerships with Thomson Reuters Elite, Intapp and iManage. We collaborate with them to develop products and implement systems that give our clients the maximum value, opportunity, and advantage. Our sole focus is on the legal sector and the specific technologies that law firms depend on. We also provide Managed Services that enable our clients to continue to maximise the value in their business systems and data.

As a leading global consultancy, we deliver projects and services to the top 100 law firms both in the UK and internationally. We have operations in the UK, US, and Europe. We are experiencing rapid growth so are looking for new talent in several areas of our business.

This is an ideal first or second job if you are keen to develop your skills and progress in your career. Enthusiasm, interest and drive are as important to us as any relevant experience you have. We'll give you full training and the opportunity to work in a stimulating and supportive working environment.

Your role

As a Junior New Business Intake & Risk consultant, you'll help colleagues implement and configure Intapp Intake & Conflicts software particularly looking at enhancing user experience. You'll assist client implementation teams in both UK and international law firms. Under the guidance of your Pinnacle team leads and mentors you can look forward to contributing to the successful deployment of enterprise systems.

Your key responsibilities will be to:

- ▲ Install and configure software
- ▲ Extend applications to enhance capability
- ▲ Reconcile data across various systems
- ▲ Design integrations with third party applications
- ▲ Gain subject matter expertise in the systems we work with

Your training will be based in either Pinnacle's London or Reading Office. Once trained you will deliver services for clients remotely from Pinnacle offices or onsite depending on project requirements.

Is this you?

Rather than a definite Pinnacle 'type', we're looking for someone who is a winning blend of all the talents. So we're never overly prescriptive in what we ask for.

While it would be great if you've already worked in software services, we're really looking for a good mix of aptitude and attitude. For this role, that means recent SQL and hands on programming experience allied with problem-solving skills and a logical approach to challenges together with determination and an eagerness to learn.

Any of the following would also be an advantage:

- ▲ Technical degree, ideally in computing or maths
- ▲ SQL and Experience of programming
- ▲ Good all-round IT knowledge
- ▲ Understanding of software development
- ▲ Knowledge of the legal industry
- ▲ Excellent interpersonal skills with the ability to develop solid working relationships with colleagues and clients.
- ▲ Self-motivation and learning drive.
- ▲ Ability to communicate effectively, verbally and in writing, with technical, business and management staff.
- ▲ Ability to manage multiple deliverables in a fast-paced environment within a framework of constantly shifting priorities.
- ▲ Flexibility to adapt to change and to learn and develop new skillsets as required.

What we offer

We offer career opportunities and attractive packages (competitive salaries, benefits, incentives, and a profit share scheme).

Flexible working either from home or from the office (this can be discussed during the interview process)

Excellent training and support provided with the opportunity to develop technical skills from a graduate to a professional level.

We have a strong professional culture in which we value the hard work required to achieve high levels of client satisfaction. In short, we encourage ambition and reward success

The next steps

Please email your CV to helen.mccannon@pinnacle-oa.com with a note of introduction that will persuade us to invite you in for a chat.