

LegitScript is a fast growing, Portland based company that performs cyber investigations and internet monitoring in the healthcare sector and other high-risk areas. We are beyond the startup phase, but we have retained the best parts of a startup mentality (read: We are creative and collaborative! We have fun! We wear jeans!). We even have a (really awesome) office dog and in-house barista.

We are looking for a part-time bilingual Japanese-English analyst to join our team of experts. An analyst classifies and organizes data on a large scale to formulate comprehensive reports with strict deadlines, researches and monitors the high-risk markets on the internet, and develops familiarity with the regulation of prescription drugs, supplements, controlled substances, gambling, and other high-risk areas.

Candidates must be authorized to work in the US. LegitScript does not offer visa sponsorship at this time.

#### Required Skills:

- Both spoken and written fluency in Japanese (at a native level) and English (at a near-native level)
- Ability to analyze data and draw conclusions from large data sets
- Internet/computer-savvy, familiarity with Excel (or similar spreadsheet programs)
- Quick study and extremely detail-oriented
- Welcomes feedback
- Works equally well independently and on a team

#### Education:

- Bachelor's degree

#### Schedule:

This is a part-time position, from 15-25 hours/week, in our modern Portland office, which is cubicle-free with plenty of natural light. Work hours are negotiable between the hours of 8:30 am to 5:00 pm Monday-Friday.

#### Compensation Package and Perks:

Starting salary for this position is \$15 per hour. We are within walking distance to lots of great shops and lunch spots, including some great food carts. The office is a collaborative and fun work environment. There's a complimentary on-site barista in the mornings. There are standing desks. There are exercise balls to sit on. There's an office dog. Many of us bike into work and we have on-site bike parking. It's a small company (about 60 people at present) where people work hard and love what they do. And it's a no-drama work environment.

This position is a part time position in a company comprised mainly of salaried full time individuals. We wish to be clear from the start that because this position is part time it is therefore not entitled to the same benefits our full time employees receive. That said, we do offer the following benefits to our part time staff:

- Paid sick time that accrues at a rate of .033 hours per hour worked.
- Bi-monthly company-paid lunches from local restaurants
- Free coffee and snacks
- Paid holidays (Office is closed with pay on Jan 1st, Memorial day, July 4th, Labor Day, Thanksgiving day, Dec 24th, Dec 25th, and Dec 31st). (Any approved time off that is not a holiday and not sick time will be unpaid).

#### About Our Hiring Process:

Selected candidates will first be scheduled for a phone screening and then an onsite interview with members of the team.

#### To Apply:

If you meet all of the requirements and would like to be considered, please submit your resume and cover letter via our careers page: <https://www.legitscript.com/careers/>. In your cover letter, please address all of the following: 1) why you are leaving your current position, 2) why you want to work for LegitScript, 3) three professional references.

LegitScript is an Equal Opportunity Employer that abides by federal and state laws that prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation or national origin; or their status as protected veterans or individuals with disabilities.