

Document  
& Design  
Programme

# Discover our programme

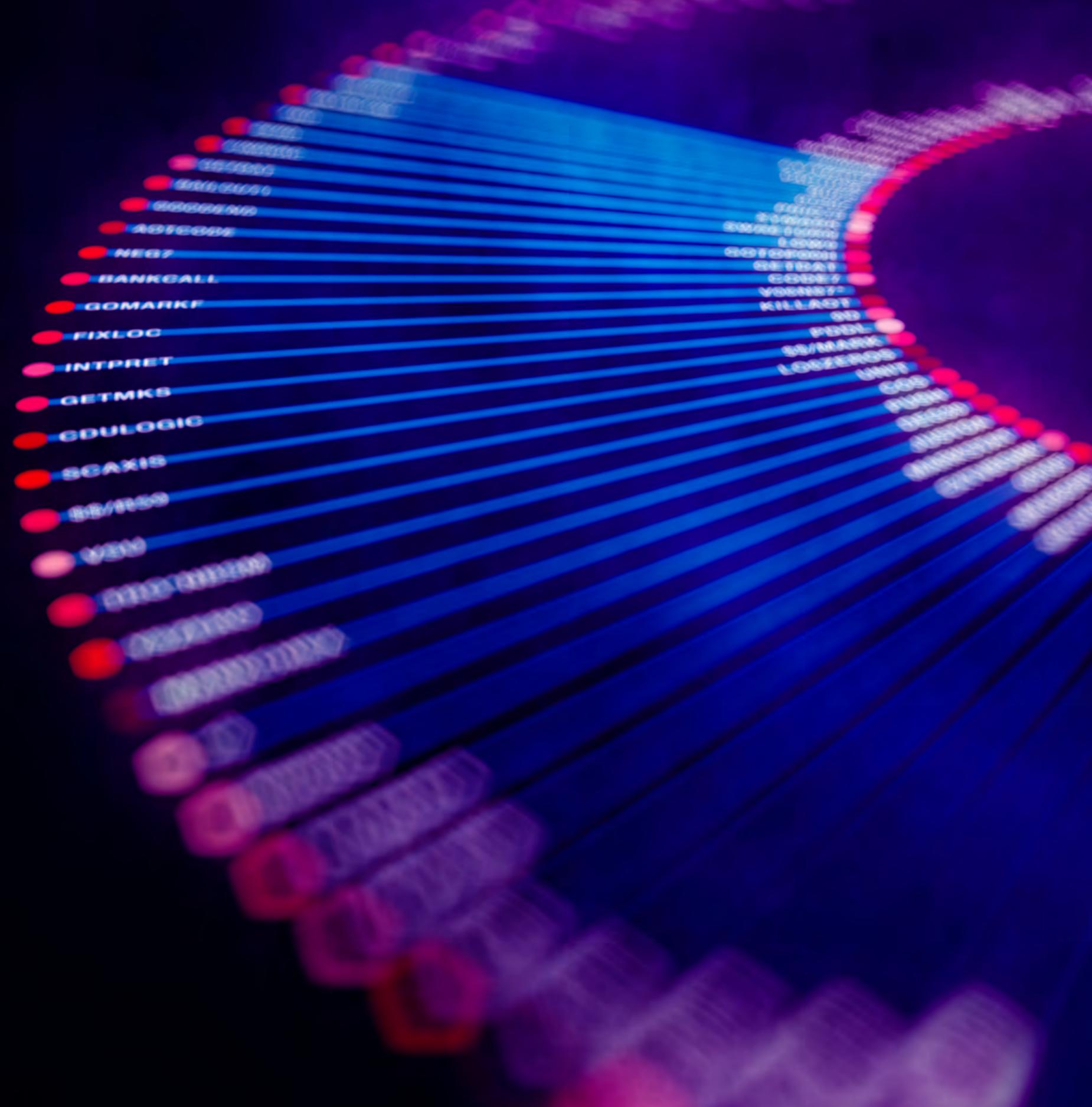
Our programme is a real job where you'll learn, gain skills and get paid.

Through work experience, mentoring and training you'll acquire the right knowledge and expertise for a career in Business Services.

## About CMS

We are a large full-service international law firm with more than 70 offices and over 4800 lawyers worldwide. We are committed to our clients, our people and our communities, investing time and sharing knowledge to create and sustain long-term relationships.

CMS is driven by technology and readily embraces developing new and better ways of delivering legal services. Our bold approach to a changing future ensures that we nurture our employees and recruit top talent.



## About you

Are you eager to learn? Do you have a passion for people, getting involved, and understanding the functions of a business?

This programme is aimed at those who are recent graduates or similar, seeking to gain experience in the business world, and who want to learn about what goes on behind the scenes to make companies work. The key attributes we are looking for are:

- **A can-do attitude:** someone who is unafraid to get stuck in
- **A curious mind:** we want you to ask questions and really love learning on the job
- **Computer literacy:** some experience of common software such as Microsoft suite would be advantageous
- **Organisational skills:** someone who is on top of their schedules, good at organising and prioritising tasks
- **Taking initiative:** we want someone who can work and learn under their own motivation, seeking out opportunities and pursuing what interests them
- **Interpersonal skills:** key to this programme is relationship-building. We want you to be open, friendly, and willing to work with a large variety of people
- **Communication skills:** excellent verbal and written communication is vital to succeeding at CMS
- **Attention to detail:** the ability to produce high quality, detail-oriented work

## What will you get out of it?

Our recognised experts will train and educate you in each area, and pass on their skills and experience to help identify both what type of job suits you, and also what you would enjoy as a career.

## The written word

In Document Production you'll be part of a fast-paced team that our firm relies upon to design and build pitch, PowerPoint and legal documents for global household names in areas including Finance, TV and Media, Real Estate and. Under our guidance you'll become an expert in-house stylist in Word, Excel and PowerPoint, helping to deliver hundreds of jobs every week.

You will also have the opportunity to gain exposure and experience with our Graphic Design Team, who create projects from firm-wide campaigns to websites, storyboarding and videos. You'll be able to shadow projects and learn about the lifecycle of design jobs in a large-scale business.

## Application of logic and crafting custom content

For the more tech-focused, Document Automation tech and logic has many applications in a variety of career paths. You'll learn about coding practices, project planning, design and develop user interfaces, and leave with an enviable amount of real-world experience to show any prospective employer.

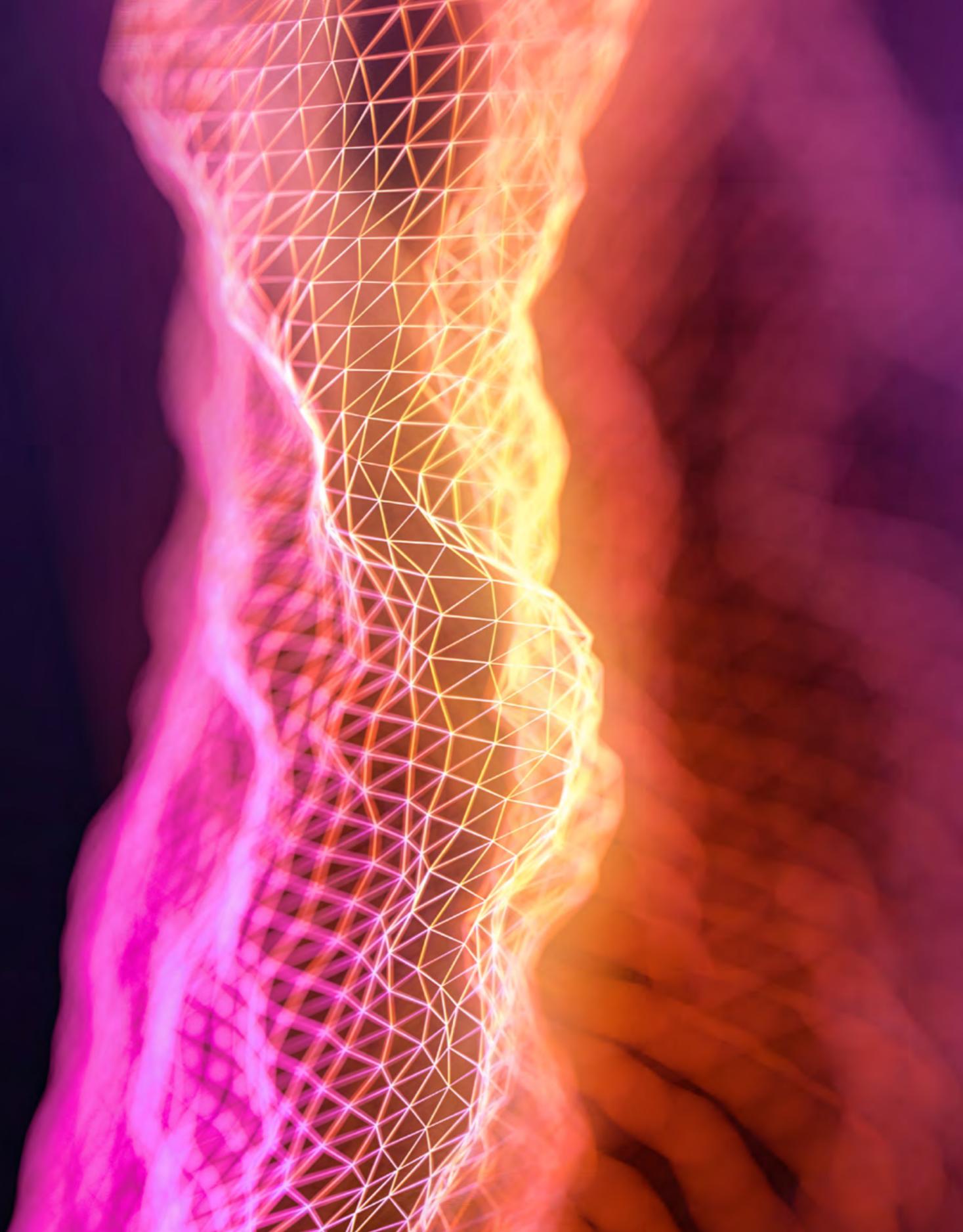
The Templates Team is a cornerstone for ensuring that our thousands of documents feel like they're all part of the same CMS family. This requires a lot of planning and an understanding of the impact that even small changes can make. Here's your opportunity to be part of a team that develops and refines the functionality of important documents, work with IT specialists and even train others to use your developed templates.



# Main Duties/ Responsibilities

In each focus area/seat you will have different opportunities to learn, and different responsibilities along the way. Some of these will include:

- Reading and processing briefs, instructions and propositions in a variety of contexts in order to understand the task in hand, and asking relevant questions of the client to aid the completion of the task
- Interacting with clients and stakeholders to provide an effective and efficient service
- Learning how the Document and Design Centre teams operate in an overall context and on a micro level
- Configuring and creating different reports for each team
- Working with a variety of software
- Shadowing complex projects
- Testing templates and projects for errors and inefficiencies





# Document Production

## Key responsibilities:

- Learn how to identify different departments and specialisms and the types of legal forms and common legal documents used and recognise common factors of document corruption and errors
- Create and revise complex legal documents, tables, flowcharts and presentations
- Process legal documents in Word performing edits, formatting and conversions
- Be taught how to process other document requests commonly received by Document Centre, such as running comparisons, creating a PDF, making a PDF searchable or reducing size
- Work with Excel to format for print and use simple formulas
- Use PowerPoint for tasks such as editing through to finding images and doing technical amendments such as structure charts
- Become an expert in-house stylist using the Document Centre toolkit
- Collaborate with the Knowledge Management group and learn about the background to the structure of legal documents and the history and evolution of the legal contracts and agreements

## Key relationships:

- Senior Document Production, Team Leaders
- Wider Document team
- Practice Group fee earners
- Key stakeholders in Design and Innovation

## Key tasks:

- Develop knowledge and speed to assist with Quick Turn work
- Use Outlook for business comms
- Learn embedded Workflow and Document Centre Workflow
- Excel and PowerPoint specialism
- Process documents using native and customised software/macros

# Graphic Design

## Key responsibilities:

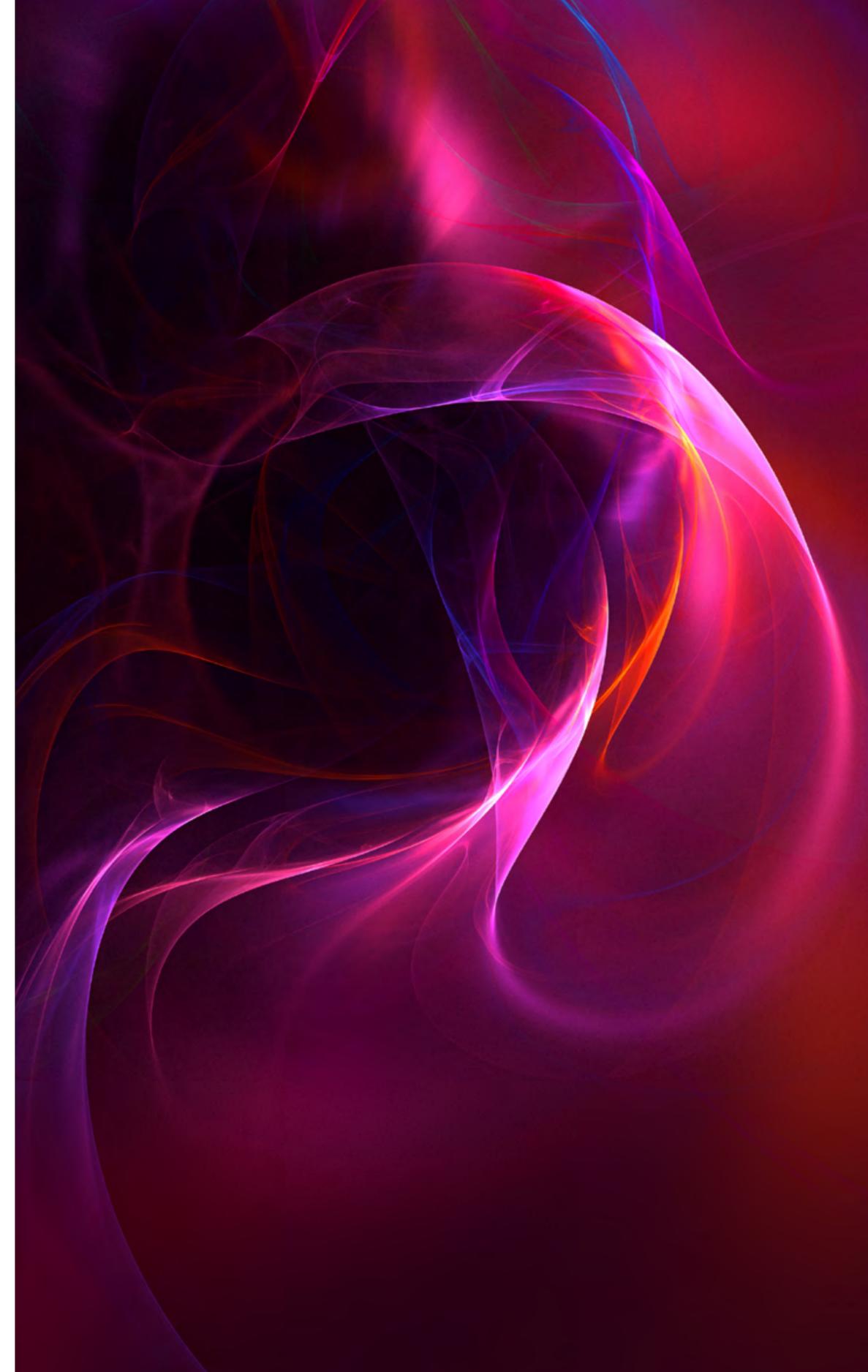
- Work from agreed design briefs to communicate information and ideas
- Collaborate across practice groups to learn how to design and edit, increase your creativity and get an understanding of the commercial environments
- Learn the differences in design for print and design for screen(s) in advertising, brochures, flyers and high-profile thought leadership reports
- Be involved in the creation of microsites, interactive elements and media-rich PDFs, while learning about modern content consumption models
- Guidance on how to take a brief forward including grasping project objectives and understanding the importance of that project's target audience
- Create hierarchies of information with layout including the crafting of type and the use of images and graphics
- Learn digital design including applying interactivity (where and where not to apply) and understand the power of motion graphics and animation

## Key relationships:

- Senior Designers and Team Leaders
- Wider Design team and Digital team
- Business Development, Marketing, Brand and Innovation
- Document Production

## Key tasks:

- Learn to use InDesign, Photoshop, Illustrator and other digital design tools
- Shadow a live design project from brief to delivery
- Explore where your interests lie, be that in print, digital or film
- Understand concept generation
- Gain invaluable experience of graphic design in a commercial, deadline-driven context





# Document Automation

## Key responsibilities:

- Learn how to harness the power of intelligent automation tech and understand the logic of what's needed in a document and how you will collect the data
- Understand the concepts of automation and the different tools available
- Learn coding practices including the creation of complex computations, creating variables, question prompts and help screens
- Format documents using CMS toolbar and styles, cross referencing and managing tables
- Develop and design the automation user interface and content
- Learn the HotDocs process by: creating new templates, making changes to existing templates, testing templates prior to launch
- Understand and work with the different server environments; development, User Acceptance testing and Live

## Key relationships:

- Senior Automation Team Leader
- Wider Automation team
- Key stakeholders in Design and Innovation

## Key tasks:

- Testing, coding of simple changes, archiving and recording of changes, routine ongoing maintenance
- Shadow more complex projects to increase experience and knowledge
- Coding of new projects
- Scoping out coding projects
- Work with key stakeholders to develop solutions to improve business processes through automation

# Templates

## Key responsibilities:

- Learn how to create your own unique, streamlined and functional templates in-house, helping the entire firm to deliver best-in-class marketing materials and showcase high-performing content
- Maintain and support CMS Core Templates as well as individual member firms' suites of templates
- Maintenance of language translations, functionality additions/changes
- Support our IT Service Desk as well as member firms with calls logged/issues relating to templates
- Provide demonstrations/training where required to new users/member firms

## Key relationships:

- Senior Template Team Leaders
- IT, including Service Desk and 2nd and 3rd line support
- Training team to ensure that they are up-to-date with the latest tools and how to use them

## Key tasks:

- Maintain and troubleshoot current templates, adding new offices
- Prepare packaging and release of new templates, reporting on new releases and ensuring no other systems affected by a new release
- Ensure templates on Citrix are in line with non-Citrix environments
- Troubleshoot installation of software and/or update service
- Change/add new functionality to templates, preparing new templates when requested
- Configuration of new template Management System (TMS)
- Configuration of new integration software (DMS, CRM etc)
- Mergers and re-branding



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#### CMS locations:

Aberdeen, Abu Dhabi, Algiers, Amsterdam, Antwerp, Barcelona, Beijing, Beirut, Belgrade, Berlin, Bogotá, Bratislava, Bristol, Brussels, Bucharest, Budapest, Casablanca, Cologne, Dubai, Duesseldorf, Edinburgh, Frankfurt, Funchal, Geneva, Glasgow, Hamburg, Hong Kong, Istanbul, Johannesburg, Kyiv, Leipzig, Lima, Lisbon, Ljubljana, London, Luanda, Luxembourg, Lyon, Madrid, Manchester, Mexico City, Milan, Mombasa, Monaco, Moscow, Munich, Muscat, Nairobi, Paris, Podgorica, Poznan, Prague, Reading, Rio de Janeiro, Rome, Santiago de Chile, Sarajevo, Seville, Shanghai, Sheffield, Singapore, Skopje, Sofia, Strasbourg, Stuttgart, Tirana, Utrecht, Vienna, Warsaw, Zagreb and Zurich.

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## Document & Design Programme

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**CMS Careers** ▶

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