



eDiscovery Specialist

Position: eDiscovery Specialist Posting: 04-2018
Start Date: Immediate Type: Full-time
Work Location: Work remotely from home in U.S Contact: eDiscovery-Specialist-Position@lexbe.com

OVERVIEW

Lexbe is seeking experienced litigation paralegals or legal assistants with excellent analytic and communication skills to fill one open eDiscovery Specialist position. The job involves managing electronic discovery (eDiscovery) jobs, consulting with Lexbe clients using our eDiscovery Platform. Candidates must live in the U.S full-time. You will work with other members of our Professional Services department in a team environment. The job requires a full-time commitment and has excellent career potential. This is an excellent job for someone interested in eDiscovery as a career, who is ready to work outside of a law firm, and who prefers to work remotely from home.

POSITION DESCRIPTION

- >Perform and monitor standard electronic discovery processing and litigation functions, including import/ingestion, export (briefcases, productions), job quality control, and case database administration, on Lexbe's proprietary eDiscovery Platform.
- >Track eDiscovery data & ESI (electronically stored information) workflows and QC, in accordance with standard operating procedures.
- >Work Independently, and as part of a team, to ensure that jobs progress quickly and with high quality.
- >Effectively communicate job status and potential issues with co-workers and management.
- >Conduct professional consultation (billable hourly) for clients including training, project management, and litigation support/eDiscovery problem-solving.
- >We conduct full background and security checks

REQUIRED SKILLS

- >Careful work habits and good attention to detail.
- >Excellent analytics and troubleshooting capabilities.
- >Able to work comfortably with quantitative data analysis, including Excel.
- >Able to work self-directed and as a team-member, and manage multiple priorities.
- >Able to communicate well (oral and written) in a professional manner with clients and co-workers.
- >Able to pass CEDS certification. Requirements within ninety (90) days of start date.

EDUCATION/EXPERIENCE

- >Bachelor's Degree, certification or equivalent work experience.
- >5 years+ relevant litigation support experience (paralegal or legal assistant) in a law firm, an in-house legal department or with an eDiscovery/Litigation Support vendor/provider.
- >Experience with litigation early case analysis/early data analysis processing, and review software/databases, in a law firm, corporate in-house or eDiscovery/Litigation support provider/vendor environment.
- >Excellent references required.

OTHER DETAILS

- >Pay: \$45,000-\$50,000 base DOE, plus a position-specific bonus (\$10,000/year possible) and company-wide profit-sharing for full-time staff.
- >Benefits: Healthcare, dental and vision insurance, group insurance, 401-K participation.
- >CEDS Certification: Lexbe to pay the cost for employee to obtain certification or reimburse cost from previously obtained certification.
- >Total possible compensation package of \$60,000.

APPLICATION SUBMISSION

- >Please email a cover letter explaining your interest, your detailed resume and salary requirements to eDiscovery-Specialist-Position@lexbe.com.