



## Job Description | *Advanced Client Data Solutions Project Manager*

We are seeking a passionate Advanced Client Data Solutions Project Manager to join our growing team.

DEPARTMENT: Advanced Client Data Solutions

REPORTS TO: Advanced Client Data Solutions Project Management Team Lead

STATUS: Exempt

### 1. ABOUT ELTEMATE

We are ELTEMATE – A Hogan Lovells Legal Tech Company. Our goal is to make clients' lives easier by delivering practical solutions to everyday problems. We combine a deep understanding of our clients' legal needs with the speed and innovation of a technology start-up. Our portfolio covers a large spectrum of legal tech solutions including artificial intelligence, eDiscovery, information analysis, regulatory updates, databases, deal rooms, workflow management, case management, document automation, risk assessment, reporting, and apps.

With our headquarters in Amsterdam and branches in Germany, the UK, Singapore, Brazil and the US, we are a truly global team of around 100 professionals. Our diverse and international workforce thrives on collaboration, creativity, and expertise.

If you're ready to make an impact in legal tech and work in an inspiring global setting, we'd like to hear from you.

### 2. SUMMARY

ELTEMATE is seeking an Advanced Client Data Solutions Project Manager to assist the firm in its expanding legal technology and litigation support objectives. The individual in this position:

- (a) quickly becomes a trusted advisor to case teams on legal technology and workflows and ensures successful execution of same;
- (b) communicates frequently with case teams and service providers and ensures projects remain defensible, on time, and within budget;
- (c) deploys analytics in routine matters and helps disseminate understanding of their uses and benefits throughout the firm; and
- (d) leads routine projects with a high degree of attorney and client satisfaction throughout;

(e) assists Advanced Client Data Solutions Team Leads and Project Managers with tasks on complex projects;

(f) assists Advanced Client Data Solutions Team Leads and Project Managers in training other department members on advanced technologies and workflows.

### 3. **JOB DESCRIPTION**

- Lead litigation support projects as primary point of contact and manage all related activities and workflows.
- Execute assigned tasks on projects under the guidance of senior team members.
- Assisting with the preparation of status reports and project documentation.
- Supporting senior project managers in client and case team consultations.
- Consult with case teams and clients on overarching eDiscovery technology and best practices.
- Support case teams by guiding clients through information governance and forensics considerations immediately after project launch.
- Counsel clients and case teams about existing legal hold policies, recommending necessary modifications as warranted.
- Plan, coordinate and manage all efforts related to the data collection of disparate sources and custodians, including but not limited to mobile device data, web-based repositories, and desktop and phone-based applications.
- Help create and execute strategies for the handling and consideration of disparate data sources, including structured, unstructured, mobile, and cloud data.
- Demonstrate a mastery of managed review options offered by the firm and established service providers, overseeing the review process as required.
- Implement structural analytics, conceptual analytics, and/or assisted review techniques and custom workflows into complex litigation and investigations.
- Ensure eDiscovery specifications and deliverables conform to case requirements, including but not limited to the creation of ESI protocols, data processing, and production.
- Develop cost estimates, advise clients on minimizing costs, and ensure projects are completed on time and within budget.
- Maintain defensible documentation at all times.
- Establish project milestones, provide status reports, and conduct meetings with service providers and case teams to keep projects on track.
- Assist case teams with review, production, and transmission of documents specific to case requirements.
- Execute tasks on projects as requested by Advanced Client Data Solutions Team Leads and Project Managers, demonstrating initiative with firm and departmental projects as required.
- Encourage case teams to leverage internal resources and the firm's managed services program.
- Maintain and improve best practices and standard operating procedures in consultation with Advanced Client Data Solutions Advisors and Team Leads.
- Anticipate, prevent, identify, and resolve issues.
- Delegate appropriate tasks to vendors and internal resources.

- Specific duties or responsibilities may be reviewed from time to time to reflect changes in personnel and management structure, staff location or services.
- All members of the firm are expected to participate in our Global Citizenship program.

#### 4. QUALIFICATIONS

##### Required Skills

- Proficiency with Relativity
- Familiarity with Reveal AI, Brainspace, NexLP, and/or Relativity Structured Analytics
- Familiarity with Opus2 and/or similar transcript/case management programs
- Workflow development and execution incorporating advanced technologies
- Comprehensive understanding of eDiscovery best practices, including preservation, collection, culling, processing, review, and production protocols
- Ability to understand the perspective and anticipate the needs of lawyers
- Ability to build rapport with lawyers, staff, clients, and vendors at all levels
- Ability to work in a team setting and independently with minimal supervision
- Ability to meet changing deadlines, work under pressure, and balance competing demands
- Proficiency with BOX/Egress, and/or similar secure file transfer programs
- Strong organizational and project management skills
- Strong attention to detail and the big picture as appropriate on projects
- Ability to anticipate and solve practical problems, dealing with a variety of variables where little standardization exists
- Exceptional interpersonal, communication, and customer service skills
- Positive and energetic demeanor

##### Computer Skills

To perform this job successfully, an individual must have the indicated skill level in the following software:

Proficiency:

- Relativity

Working Knowledge:

- Microsoft Office products including Teams, Access, Excel, PowerPoint and Word

##### Education, Certification and/or Experience

- 3+ years' experience leading eDiscovery projects
- RCA, and Relativity Analytics certifications preferred
- Degree in computer science, data analytics, information management, or related field a plus

#### 5. OTHER DETAILS

- Core hours are Monday through Friday, 9:00am to 6:00pm or 9:30am to 5:30pm, depending on region. Must be flexible to work additional hours.
- Remote, ideally located near a Hogan Lovells office in the United States.

## 6. DISCLAIMER

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

ELTEMATE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information, protected veteran status, or other factors protected by law.

If you are interested, please get in touch with us by sending your resume and motivation to [fang.wong@eltemate.com](mailto:fang.wong@eltemate.com). We look forward to meeting you. Please note: We manage our recruitment in-house and do not work with agencies.