

eDISCOVERY PROJECT MANAGER

Alexander Holburn Beaudin + Lang LLP is a leading law firm dedicated to providing a full range of business, litigation, and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking an eDiscovery Project Manager to join our team. This position will involve working with SOLVED eDiscovery Services and reporting to the Director of SOLVED eDiscovery Services. Candidates must be able to work well both independently and within a team environment.

Responsibilities:

- Electronic evidence project intake, assessment, and monitoring, with the provision of exceptional client service;
- Prepare project budgets based on the scope of work;
- Assist with the collection of electronic evidence using PinPoint Harvester and Microsoft Purview and/or other tools;
- Collection of social media evidence;
- Copy/download/upload electronic evidence and follow chain of custody procedures;
- Process electronic documents using Relativity and cull evidence;
- Run analytics (email threading, near duplicate analysis, concept clustering, categorization, etc. as needed) and conduct quality control of same;
- Initiate, run, and manage Active Learning projects in Relativity;
- Import/export evidence and create load files as needed;
- Track and bill time in Elite and/or MaxBilling;
- Conduct Relativity training for paralegals and lawyers;
- Ensure compliance with litigation support and eDiscovery best practices, including quality control measures, following of firm best practice protocols, and quality assurance checks;
- Maintain accurate records;
- Archive databases and data;
- Provide general support as needed on litigation support projects; and
- Additional duties depending on the level of experience and knowledge level.

Technical Skills:

- Proficient in text editing utilities;
- Knowledge of database design, load, cull, and production;
- Familiarity with computer hardware, software (including MS Office), and network technologies;
- In-depth experience with and/or certifications in Relativity (including the processing of electronic evidence) or other eDiscovery platforms (Law PreDiscovery, Nuix, Ringtail, Ipro, etc.);
- Advanced knowledge of Excel and Adobe and/or Nuance;

Qualifications:

- Certified E-Discovery Specialist (CEDS) certification;
- Relativity certifications preferred: Review Management Specialist, Relativity Processing Specialist, Relativity Certified Administrator;
- Legal training to understand Canadian evidentiary principles and civil litigation workflow; (preference given to paralegals and those with a law degree); and
- Demonstrated ability to prioritize and manage multiple projects at once with attention to detail and accuracy.

Compensation:

AHBL offers a competitive salary ranging from \$85,000 to \$110,000. We also offer a variety of benefits, including:

- A health and dental plan, an Employee Assistance Program (EAP) after successful completion of the probationary period, and a matching RRSP Program after one year of employment with the firm;
- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year;
- Lifestyle Benefit: fitness reimbursement for memberships and gym equipment;
- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills, and knowledge; and
- Fun Environment: annual year-end party, happy hours, staff appreciation week, and many other social events.

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hinfo@ahbl.ca.