

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a growing team of over 240 lawyers and employees covering personal legal services, business law, personal injury law, and class actions law as well as over 25 specialized practice areas. We help clients make the right legal choices, manage their legal affairs, and resolve complicated matters. Our culture and working style strives to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

eDiscovery Services Analyst – Full-time

Siskinds is growing and seeking a full-time eDiscovery Services Analyst. This position will require you to assist with all aspects of the Electronic Data Reference Model (EDRM).

We need an intelligent, enthusiastic, and proactive individual who enjoys a fast-paced and multi-tasked work environment. This role requires excellent communication and problem-solving skills, and strong attention to detail. The candidate must be able to work independently and in a team environment.

Primary Responsibilities:

- Prepare ESI for processing, including data transfer, inventory, and extraction from forensic container files.
- process and load third party and hardcopy data
- data ingestion
- maintain accurate record of data received and stored
- data manipulation, tiff (imaging) and image conversion, including performing image manipulation (endorsement, OCR, conversion) on productions
- identify errors in -load files and productions and apply corrections
- monitor software performance
- escalate troubleshooting and user concerns to outside vendor as required and provide feedback to eDiscovery team and users
- assist with production exports
- maintain in-house support network for Relativity users
- ensure compliance with litigation support and eDiscovery best practices, including quality control measures, following of firm best practices and quality assurance checks for production deliverables as determined by established procedures
- continually seek to identify areas to enhance services provided
- contribute to the Firm's initiative to consistently improve eDiscovery efforts with a can-do attitude
- provide regular status updates to eDiscovery team as defined by established procedures
- maintain knowledge of eDiscovery processes and of eDiscovery and Litigation Support services and technologies

The following skills and attributes are also essential:

- A minimum of 0-3 years experience
- post secondary degree or diploma in the area of law/computer science/information technology
- tech savvy with ability and interest to learn
- experience with eDiscovery applications such as iPro or Relativity including running productions an asset
- Relativity Certified Administrator (RCA) certification is an asset
- experience with ESI processing as well as troubleshooting experience with ESI data processing issues is an asset
- knowledge of litigation support is an asset
- excellent writing skills and excellent oral communication skills
- working knowledge of Excel
- aptitude to learn concepts and new tasks quickly

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and a positive attitude will make you a top contender, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits.

Siskinds is an equal opportunity employer and is committed to an inclusive barrier free recruitment process.

If you are a person with a disability and require accommodation in order to successfully submit an application, please contact us to submit your accommodation request.

To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "eDiscovery Services Analyst" and "your name" in the subject line, to humanresources@siskinds.com. Deadline for submissions is Tuesday July 12, 2022

Contact Information:

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