

Project Manager / ESI Specialist

Roles and Responsibilities:

- Oversee projects from initial set-up to delivery of the finished product, with a focus on client relations and communication.
- Work closely with client to set up projects, job turnaround estimates, and job specifications.
- Continuously monitor multiple projects and jobs within each department to ensure deadlines are met.
- Work closely with production staff to ensure proper allocation of resources based on deadlines and priorities.
- Serves as a liaison between Account Management, production staff, and the client during the life of a project.
- Communicates frequently with client to resolve issues and provide status updates according to the client's needs. Manage client expectations throughout the life of a project.
- Ensure jobs are completed according to client, industry standards, and that job specifications and deadlines are adhered to.
- Ensure that other PMs are up to date with enough information so that proper handoffs can occur when unavailable.
- Work on document searches in various data bases.
- Maintain accurate and current records of all aspects of a project relating to job tracking, specifications, and chain of custody related documents.
- Interact with clients to develop strong client relations.
- Provides final quality control check on client deliverables.
- Processing in LAW (e.g., importing, filtering, tiffing, numbering, exporting).
- Building custom deliverables to meet client requests.
- Updating project tracking sheets and creating client reports (e.g., exception, exclusion and custom).
- Preparing media for client delivery.

Background and Experience:

- Some experience with legal entities, such as law firms or corporate legal departments, as a paralegal, electronic discovery processor, or other relevant experience.
- Worked as part of a multi-functional team, with proven team player experience.
- Bachelor's degree in business, information systems or other relevant degree.

Knowledge, Skills and Abilities:

- Technology savvy with experience in data entry or processing in Concordance, Summation, LAW, iPRO, Catalyst, Clearwell or other relevant technology.
- Proficiency using Microsoft Excel, Adobe Acrobat Standard/Professional, and Microsoft Word.

- Strong documentation, information analysis, ability to follow directions and excellent follow-up skills.
- Professional demeanor, proven interpersonal, organizational, analytical and excellent communication skills.
- Willingness to learn and flexibility in schedule.

For immediate consideration, please send your resume to Brian Vogt at bvogt@picterasolutions.com