

eDiscovery & Litigation Support Project Manager

The **eDiscovery & Litigation Support Project Manager** is a critical member of the firm's eDiscovery & Litigation Support Team, responsible for leading complex, high-stakes legal and operational projects. This role requires close collaboration with eDiscovery vendors, paralegals, attorneys at all levels, and other internal stakeholders to ensure the seamless execution of litigation matters and drive efficiency in firm-wide initiatives.

The Project Manager must possess strong technical expertise and exceptional communication skills to effectively interface with internal stakeholders, understand their needs, and optimize the firm's eDiscovery systems accordingly. The ideal candidate is a strategic thinker with a deep understanding of legal project management, technology, and client service excellence.

Responsibilities:

- Enter billable time entries, meeting the expectation of 1,400 annual billable hours.
- Communicate with project managers to establish and fulfill end-user needs.
- Oversee database creation, management, troubleshooting, and eDiscovery data processing, conversion, imaging, production, and trial technology.
- Manage the development and maintenance of firm databases, optimizing user, technical, and administrative services.
- Process and load incoming production sets and documents into the firm's repository, ensuring accurate data mapping, conversion, uploads, and migrations.
- Generate general, customized, and specialized reporting, including advanced search queries.
- Maintain expertise in Litigation Support software, fostering knowledge-sharing across the firm.
- Manage electronic conversion workflows, recommending appropriate software and vendors for handling electronically stored information (ESI).
- Anticipate and proactively support case team needs to meet service expectations.
- Participate in a rotating after-hours/weekend on-call schedule.
- Lead or assist in eDiscovery engagements, including database and reporting management.
- Advise and support legal teams with review strategy, Active Learning, and Relativity AIR.
- Serve as the primary liaison between the firm, clients, and third-party vendors to ensure effective solutions and service delivery.
- Act as the main point of contact for clients, handling requests, inquiries, data processing, online tool support, and production management.
- Gather necessary information to resolve client inquiries and meet client service expectations.
- Directly oversee, coordinate, and track project progress and workflow from initiation to production.
- Strategize with clients on data processing and technology utilization to achieve project goals.
- Coordinate across multiple teams, ensuring alignment on priorities, interdependencies, and resource allocation.

- Develop and maintain long-term client relationships, fostering repeat business and client references.
- Identify opportunities for additional services to expand client engagement.

Requirements:

- Bachelor's degree or equivalent work experience.
- 3 to 5 years of hands-on Relativity experience, managing document reviews and productions.
- 3+ years of project management experience in a law firm, corporate legal department, or professional services environment.
- Experience in eDiscovery, litigation support, paralegal work, legal review, or attorney roles.
- Proficiency in extracting and manipulating structured data.
- Experience with Excel and Power BI (VB/VBA experience is a plus).
- Experience in client services or account management in a professional or technical environment.
- Platform-specific certifications (e.g., Relativity Admin Certification) are a plus.
- Strong critical thinking skills, with the ability to gather and process information efficiently for problem-solving and troubleshooting.
- Excellent verbal and written communication skills, with a professional demeanor.
- Ability to multi-task, organize, and prioritize tasks in a fast-paced, high-growth environment while maintaining quality client service.
- Capable of working effectively both independently and in a team setting.
- Ability to report to the office in-person Monday through Thursday, with Friday as an optional remote day.

This is an exempt position and the annual salary range for this role is \$130,000 to \$165,000, commensurate with experience. This salary range reflects estimated base salary. Total cash compensation will be higher when factoring in year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

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