



Job Description | Advanced Client Data Solutions Technology and Analytics Advisor

We are seeking a passionate Advanced Client Data Solutions Technology and Analytics Advisor to join our growing team.

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.

2. ROLE DESCRIPTION

We are seeking an Advanced Client Data Solutions Technology and Analytics Advisor to serve as a trusted advisor to case teams, ensuring the successful execution of legal technology workflows. The role requires a candidate capable of deploying advanced analytics and machine learning in complex litigation environments while maintaining project defensibility, timelines, and budgets.

3. DUTIES AND RESPONSIBILITIES

- Consult with case teams and clients to develop analytics and machine learning strategies and provide standard workflows and ensure their successful execution in litigation and other matter types.
- Consult with case teams and clients on eDiscovery technology and best practices, including reviewing all aspects of ESI and TAR protocols, including machine learning and validation.
- Assist in complex litigation support and advanced technology projects as primary point of contact and manage all activities and workflows.
- Participate in the execution of projects and project tasks by Advanced Client Data Solutions Project Managers and Coordinators.
- 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 Team Leads.
- Ensure eDiscovery specifications and deliverables conform to case requirements, with respect to machine learning, validation, processing and production.
- Anticipate, prevent, identify, and resolve issues.
- 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.
- Provide case teams critical assessments of matter issues; and clearly communicate those issues.

- Delegate appropriate tasks to vendors and internal resources.
- Supervise vendor work and consult on best practices and reasonable solutions.
- Assist and take initiative with firm and departmental projects as required.
- 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. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- 1-2 years administering machine technological solutions to internal investigations, litigation and antitrust matters
- Proficiency with Relativity
- Basic knowledge in workflow development and execution incorporating advanced technologies
- Superior understanding of eDiscovery best practices, including preservation, collection, culling, processing, review, and production protocols
- Strong organizational and project management skills
- Strong attention to detail and the big picture as appropriate on projects
- Exceptional interpersonal, communication, and customer service skills

5. OTHER PREFERRED SKILLS

- 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
- Ability to anticipate and solve practical problems, dealing with a variety of variables where little standardization exists
- Positive and energetic demeanor

6. OTHER DETAILS

ELTEMATE supports a remote working model. However, the candidate must be based in the United States for this role. For candidates residing within a reasonable commuting distance to one of our office locations, a hybrid schedule of 1–2 days per week in-office is preferred.

7. DISCLAIMER

ELTEMATE is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, national origin, age, sex, disability, veteran status, marital status, sexual orientation, gender identity or any other characteristic protected by law.

If you are interested, please get in touch with us at HR@eltemate.com. We look forward to meeting you.