



Job Description | *Advanced Client Data Solutions Project Manager*

We are seeking a passionate Advanced Client Data Solutions Project Manager 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

ELTEMATE is seeking an Advanced Client Data Solutions Project Manager to serve as a strategic advisor on legal technology and complex litigation workflows. This role is responsible for ensuring projects are defensible, cost-effective, and delivered on time through proactive management and analytics deployment. By leading routine projects, assisting on complex matters, and training team members on advanced technologies, this individual will act as a key driver of technical innovation and operational excellence across the company.

3. DUTIES AND RESPONSIBILITIES

- Lead litigation support projects as primary point of contact and manage all related activities and workflows.
- Execute assigned tasks on projects under the guidance of senior team members.
- Assisting with the preparation of status reports and project documentation.
- Supporting senior project managers in client and case team consultations.
- Consult with case teams and clients on overarching eDiscovery technology and best practices.
- Support case teams by guiding clients through information governance and forensics considerations immediately after project launch.
- Counsel clients and case teams about existing legal hold policies, recommending necessary modifications as warranted.
- Plan, coordinate and manage all efforts related to the data collection of disparate sources and custodians, including but not limited to mobile device data, web-based repositories, and desktop and phone-based applications.
- Help create and execute strategies for the handling and consideration of disparate data sources, including structured, unstructured, mobile, and cloud data.
- Demonstrate a mastery of managed review options offered by the company and established service providers, overseeing the review process as required.

- Implement structural analytics, conceptual analytics, and/or assisted review techniques and custom workflows into complex litigation and investigations.
- Ensure eDiscovery specifications and deliverables conform to case requirements, including but not limited to the creation of ESI protocols, data processing, and production.
- Develop cost estimates, advise clients on minimizing costs, and ensure projects are completed on time and within budget.
- 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.
- Assist case teams with review, production, and transmission of documents specific to case requirements.
- Execute tasks on projects as requested by Advanced Client Data Solutions Team Leads and Project Managers, demonstrating initiative with company and departmental projects as required.
- Encourage case teams to leverage internal resources and the company's managed services program.
- Maintain and improve best practices and standard operating procedures in consultation with Advanced Client Data Solutions Advisors and Team Leads.
- Anticipate, prevent, identify, and resolve issues.
- Delegate appropriate tasks to vendors and internal resources.
- Specific duties or responsibilities may be reviewed from time to time to reflect changes in personnel and management structure, staff location or services.

4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Proficiency with Relativity
- Familiarity with Reveal AI, Brainspace, NexLP, and/or Relativity Structured Analytics
- Familiarity with Opus2 and/or similar transcript/case management programs
- Workflow development and execution incorporating advanced technologies
- Comprehensive understanding of eDiscovery best practices, including preservation, collection, culling, processing, review, and production protocols
- Proficiency with BOX/Egress, and/or similar secure file transfer programs
- 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

- 3+ years' experience leading eDiscovery projects
- 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
- RCA, and Relativity Analytics certifications preferred
- Degree in computer science, data analytics, information management, or related field a plus
- Microsoft Office products including Teams, Access, Excel, PowerPoint and Word
- Positive and energetic demeanor

6. OTHER DETAILS

- Core hours are Monday through Friday, 9:00am to 6:00pm or 9:30am to 5:30pm, depending on region. Must be flexible to work additional hours.
- 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.