



Discovery Services Technician

Location: Katowice

(Shift Work 10 p.m. – 6 a.m. Tuesday – Saturday or Sunday – Thursday)

E-Discovery Technical Operations area captures client data from multiple geographic locations, IT platforms, email systems and business software applications and, using proprietary technology tools, reduces the total volume of electronic information thereby minimizing the burden of e-discovery and saving our clients review time and cost.

Responsibilities:

- Focus on quality and full support of quality initiatives while managing multiple simultaneous tasks
- Track and handle media according to chain-of-custody procedures
- Replicate customer electronic media to the Kroll Ontrack network using proprietary tools
- Extract data from a wide variety of compressed files including, but not limited to, Ghost, Encase, Zip, TrueCrypt and BKF formats
- Convert email from Lotus Notes, GroupWise, MIME, Composite MIME and other non-standard formats to a standard format
- Work closely with other teams to set timelines based on client needs

Requirements:

- Basic understanding of database architecture
- Proficient with software; basic understanding of computers and operating systems, adept at learning new software/releases
- Strong computer skills and technical aptitude with the ability to troubleshoot computers to the component level
- Ability to adapt well in a changing environment
- Detail oriented with solid analytical and problem-solving/troubleshooting skills
- Ability to manage multiple tasks with excellent follow through, professional communication, and attention to detail
- Strong time management, organization, and delegation skills
- Fluency in English

We offer:

- International working environment which combines innovative services with cutting-edge technology
- Friendly, fast paced atmosphere with opportunities to expand your skills
- Attractive package of benefits including medical care
- Opportunity to be heard and influence change within IT processes and technology

Don't hesitate! Send us your CV in English to: praca@krollontrack.pl

<http://engineering.krollontrack.pl/>

Kroll Ontrack is a technology software and services company serving both the Data Recovery and Legal Technologies markets. As the world's largest Data Recovery company, Kroll Ontrack boasts international in-lab services with clean room facilities as well virtual on-site services through Remote Data Recovery. Kroll Ontrack's Legal Technologies group (Electronic Discovery, Paper Discovery, Computer Forensics) assists attorneys, businesses and investigators with the collection, organization and preparation of data for review and analysis in legal matters, regulatory filings, and investigations. More details about our company on: www.krollontrack.com

„Zgodnie z art. 24 ust. 1 ustawy z dnia 29 sierpnia 1997 r. o ochronie danych osobowych (Dz. U. z 2002 r., Nr 101, poz. 926 z późn. zm.) informuję, iż administratorem danych osobowych przekazanych przez Panią/Pana dobrowolnie w celu przeprowadzenia rekrutacji jest Kroll Ontrack Sp. z o.o. z siedzibą w Katowicach przy ul. Jana III Sobieskiego 11. Dane osobowe będą udostępniane tylko i wyłącznie podmiotom upoważnionym na podstawie przepisów prawa. Posiada Pani/Pan prawo dostępu do treści swoich danych oraz ich poprawiania”.