



Kroll Ontrack provides technology-driven services and software to help legal, corporate and government entities as well as consumers manage, recover, search, analyze, produce and present data efficiently and cost-effectively. In addition to its award-winning suite of software, Kroll Ontrack provides data recovery, data destruction, electronic discovery, consulting and document review. To find out more, please go to <http://www.krollontrack.com/>.

As part of the ongoing growth we are currently recruiting for:

E-Discovery Analyst

Location: Katowice

Job Description:

In this role you will be responsible for preparing documentation, forms, reports and settings for use in document review platforms and associated supporting platforms, you will also have a high level of responsibility for preparing and formatting filter forms, keyword lists, layouts and workspaces when exhibiting a great attention to detail and using appropriate methods of QC to ensure that deliverables are accurate and error-free.

Requirements:

- Fluency in English
- Experience of working with clients and providing written reports and other documentation in English
- Strong technical competence - PC skills utilising a variety of software applications
- Proven ability to manage multiple priorities and tasks in a fast-paced environment
- University degree (preferred)
- An understanding of Electronic Discovery (ED) or Litigation Support applications would be advantageous

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

If you meet the requirements we are looking for please send your resume and cover letter in English to:

praca@krollontrack.pl

More details about our company on: www.krollontrack.com

Please include the following statement in your application: I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process (in accordance with the Personal Data Protection Act 29.08.1997 Dz.Ust. nr 133 poz. 833).

Prosimy o dopisanie w aplikacji następującej klauzuli: Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z ustawą z dn. 29.08.97 roku o Ochronie Danych Osobowych Dz. Ust. Nr 133 poz. 883).