Title: Project Manager, Data Analysis and Management

The Project Manager is responsible for leading and supporting all phases of the eDiscovery matter life cycle. This includes being the primary communications channel to clients, reporting on all phases of the matter life cycle, creating and keeping internal work orders updated, and completing necessary quality control measures on work product before delivery to clients.

Reports to: Director, Data Analysis and Management

Responsibilities:

- Manage matters as assigned from the initial kickoff until matter completion.
- Collaborate daily with internal team and clients to manage matter expectations.
- Manage, analyze/search data and provide technical support for our databases (primarily hosted in RelativityOne, QuikData, Venio and Everlaw).
- Serve as the primary Subject Matter Expert (SME) for QuikData or Venio, including direct collaboration with vendor development teams to provide workflow feedback, surface issues, and influence product enhancements.
- Analyze processes to identify where procedures can be streamlined.
- Ensure matter work is completed according to client requests and deadlines are met.
- Create and maintain accurate and up-to-date records of all matter work to ensure proper matter handoffs.
- Assist internal team and clients in related duties as needed.

Knowledge and Previous Experience

- Effective communication and technical understanding of eDiscovery processes.
- Strong ability to communicate technology solutions to non-technical teams.
- Efficient use of project management tools and ability to consistently follow established workflows.
- Ability to delegate matter work as appropriate.
- Liaise with technical, legal, and business teams.
- Able to work in a fast-paced, agile professional environment.
- Strong project management skills including the ability to interpret a variety of instructions provided in written or oral form and provide summaries of the completed work.
- Strong experience working with eDiscovery tools to evaluate workflows, identify gaps, and provide meaningful product feedback.
- Proficient with the Microsoft Office Suite.

Requirements:

- Bachelor's degree or equivalent combination of education and experience (JD preferred)
- 3+ years of eDiscovery/litigation support experience as an eDiscovery Project Manager (Venio or QuikData preferred).
- Strong interest in evaluating, learning, and optimizing new or evolving eDiscovery tools; comfortable providing feedback, troubleshooting workflows, and taking on technical challenges.

Location: Remote (US) and/or our Indianapolis, IN office

Our Core Values:

- Delivery.
    - We respond promptly, providing context and detail.
    - We deliver results, not excuses.
    - We deliver a premium experience.
- Commitment.
    - We enjoy the peaks and expect the valleys.
    - Success is rented; rent is due daily.
- Sincerity.
    - Our culture and reputation depend on words matching actions.
    - We are firm, fair, and friendly.
- Adaptability.
    - We maintain a healthy tension between process and innovation.
    - Your comfort zone will kill you.

About Proteus Discovery Group:

Proteus Discovery Group is a litigator-led, financially independent eDiscovery services and consulting company. Founded in 2015 as a managed document review provider, Proteus provides a broad array of eDiscovery services, including legal hold management, forensic collections, data processing, hosting, and review, and expert testimony. Proteus provides project-based support and managed services to law firms, corporations, national non-profits, and state and local governmental agencies.

We provide team members with independence (flexible work environment and hours), growth opportunities (budget for certifications, trainings, and licenses), and responsibility (direction without micromanagement). In legal services and consulting, true differentiation comes from hiring the best and allowing them to iterate and innovate while delivering high quality work product for our diverse client base. Come help us deliver defensible, affordable results.

To apply:

Email your resume to info@proteusdiscovery.com