

Job Description

This Senior Consultant will be responsible for managing onsite policy and schedule development as well as creating the organizational framework for implementation and the ongoing maintenance and management associated with records management and eDiscovery. This position requires 40 hours a week working onsite as an interim/transitional Records Manager at the client location in San Jose and will initially be a 90-day engagement that could expand up to 1 year.

Overall objectives of the engagement include: (1) finalize the structural design of the new Records Management Organization and helping to obtain proper executive approvals; (2) complete the drafting of a Records Retention Policy and harmonizing same with other existing corporate policies/standards; (3) continuing with interviews to collect records type data from personnel; and (4) confirm format of Records Retention Schedule to be adopted enterprise-wide. Daily activities typically include administrative tasks such as facilitating communication between stakeholders/interest groups, coordinating meetings, and facilitating information gathering sessions and providing regular updates on project progress.

The right individual for this position is someone who wants to get in early on an emerging market opportunity, work hard, move his or her career forward, and share in the rewards of doing so.

This is a temporary position.

Desired Skills & Experience

Position Requirements:

- Experience as a consultant – minimum of 7 to 10 years
- Must be able to be at the client location in San Jose 40 hours/week; some travel to other client locations in the US may also be required.
- Capable of juggling multiple project pieces simultaneously.
- Well organized and detail oriented.
- Willingness to constantly engage with stakeholders to elicit and refine perspectives on various records management issues.
- Persistent in search for relevant information impacting the engagement.
- Capable of creating well thought out presentation materials and leading discussions with key stakeholders.
- Able to anticipate future program needs and put in context of existing business needs.
- Capable of maneuvering through and around corporate culture issues.
- Broad communication skills making it possible for you to discuss both legal and technical requirements with personnel.
- Excellent oral, written communication and presentation skills to both technical and executive audiences
- Experience with implementing, managing, or operating records management solutions in the corporate environment – including document imaging, document management software systems, repository archiving, enterprise search, legal hold, review, production and litigation case management tools
- Excellent customer service skills in a client/consultant environment; proven interviewing skills; and good project management skills
- Intelligent, hardworking, honest, team player able to work independently or in small teams, with minimal direction and oversight

Desired:

- Law degree (Juris Doctor) or equivalent experience in a law firm, eDiscovery consulting firm, or major corporation
- Bachelor's degree in information management or related discipline
- Familiarity with legal and regulatory requirements and practices impacting records and information management, across multiple industries and business functions
- 5 - 7 years of legal, paralegal and/or records and information management (RIM) experience – including development of records retention schedules and associated legal research (regulatory citations and relevant case law) and/or litigation hold and discovery management expertise
- Management consulting or professional services experience
- Knowledge of applications such as email, instant messaging, SharePoint, network file services, enterprise content management systems, and document management systems – and related solutions for archiving, search, retrieval, review, production, and disposition of electronically stored information in the systems
- Knowledge of security technology including; encryption, data loss prevention, secure file transfer, authentication, identity management, and access control and logging.

Company Description:

We are a leading independent provider of records retention and litigation readiness consulting services, with 20% of the Fortune 500 and many midsize, smaller, and public sector clients. We enable companies to become proactive in controlling and managing their information. This enables our clients to reduce risk, ensure compliance and lower costs. We are independent and do not sell products, document review or reactive e-discovery services, allowing us to serve as trusted advisor to our clients.