

Position: Project Manager
Company: DOAR Litigation Consulting
Location: Lynbrook, NY

Company Description

DOAR is a Litigation Consulting firm supporting top tier law firms and corporations involved in high-stakes litigation and regulatory matters. We provide jury consulting, trial graphics & support, electronic discovery and document management. With offices on Long Island, New York and Washington, DC, DOAR is an integral part of must-win litigation.

The DOAR team is made up of seasoned professionals from a variety of disciplines including engineering, psychology, finance and the arts. Recruiting and investing in talented and dedicated individuals to grow with us will always be our number one priority. We offer exciting opportunities, a challenging work environment and substantial growth potential. We support the professional and personal achievements of our employees and encourage the development of their creativity, skills and expertise.

Job Description

- Serve as liaison between DOAR and clients; Guide the DOAR team to create and deliver the right solutions by working with our clients to understand their needs and empower them to achieve their goals
- Direct responsibility to oversee, coordinate and track project progress and workflow from inception to trial
- Develop and manage the tasks on the project including design, set up, management, delivery, and quality of scanning, coding, printing, e-discovery, and trial services projects
- Support sales efforts through client meetings, technical presentations and proposal generation
- Develop recommendations, plans, status reports, cost estimates, budgets, procedures, and specifications for case-specific projects from discovery to trial
- Travel as needed; Some Evenings and Weekends

Job Qualifications

- Bachelor's Degree required.
- Must have excellent communication, presentation and organizational skills; strong customer service and interpersonal skills
- Willingness to take "hands on" approach to project management and problem solving with a "Get it done" attitude; ability to manage multiple projects and meet deadlines
- Experience in a litigation environment with thorough knowledge of the litigation process and an understanding of the use of technology to support litigation efforts
- Demonstrated ability to act as primary litigation support point of contact for legal teams; Client-facing experience; Consulting highly desirable
- Technical aptitude required; Must have working knowledge of Concordance, Summation and other litigation support software, repositories and knowledge of electronic data processing for discovery.

DOAR offers competitive benefits designed to be flexible and help meet varying personal and family needs. DOAR is an equal opportunity employer.

Submit Resumes via:

Fax: 516-872-8152
E-mail: HR@DOAR.com
Mail: 170 Earle Avenue
Lynbrook, NY 11563