Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	eDiscovery Project Manager	**Job Category:**	Other Legal Positions
Department/Group:	Unassigned	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	8/24/2022
Reports to:	Manager of eDiscovery Services	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr has a new opportunity available in our largest department, Litigation. Our eDiscovery Project Manager will work with lawyers and paralegals both inside and outside the Department to provide the highest quality of legal assistance to our clients.

Duties:

Our Project Manager will track and monitor the progress of eDiscovery projects, develop and implement plans to resolve issues and coordinate and monitor the workflow of eDiscovery Analysts and contract attorneys.

Skills/qualifications:

The selected individual shall possess a mastery of technical and administrative skills, assume responsibility with minimal supervision and exercise initiative and judgment to make decisions within the scope of their assigned authority. Must be able to work individually and as part of a team, and practice collaboration with firm employees in all offices.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]