

Redgrave LLP Job Description		
Job Title: Advisor	Date: August 2017	
Classification: Exempt	Status: Full-time	
Reports To: Managing Partner		

SUMMARY

An Advisor will be responsible for supporting Redgrave LLP’s competitive position in the eDiscovery, information governance, and data privacy services markets.

ESSENTIAL DUTIES, TASKS, AND RESPONSIBILITIES

- Communicate and maintain trusted relationships with Firm team members, clients, and business partners
- Support client relationships and engagements
- Support the technical (non-legal) aspects of engagements
- Contribute to the development and protection of the intellectual capital of the Firm and its brand
- Perform high-quality work delivered on time and within scope and budget
- Support business development initiatives and opportunities
- Support direct and indirect marketing efforts (e.g., articles, speeches, other PR, etc.) and responsive client services
- Perform other duties as assigned
- Total Firm core hours minimum commitment of 1920 hours:
 - o Billable hour component of 1825 hours
 - o Client development hour component of 95 hours

SKILLS, KNOWLEDGE, AND ABILITIES

- Proven technical, client management, project plan design, and facilitation skills
- Solid understanding of business operations
- Excellent organizational skills
- Excellent written and oral communication skills
- Excellent interpersonal skills and the ability to work with all levels of management, Firm team members, clients, and business partners
- Excellent presentation skills
- Outstanding analytical and problem-solving abilities
- Ability to function in a high-energy, fast-paced environment
- Must be technology-adept and have excellent computer skills with Microsoft Office

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QUALIFICATIONS

- Minimum of four years of experience in eDiscovery and information governance within a law firm, consulting advisory firm, or corporate management function
- Bachelor's degree in business or related field preferred
- Experience working in and with remote teams
- Ability to travel up to 25% percent of the time
- Ability to travel internationally

PHYSICAL REQUIREMENTS

- Occasionally lifts objects weighing up to 10 pounds
- Frequently reaches and grasps with arms and hands; occasionally stoops and bends; must have manual dexterity
- Ability to closely examine and inspect materials
- Ability to identify and distinguish colors
- Ability to travel as needed
- Frequently uses a keyboard to enter or transform words or data
- Work is performed in a normal office environment where there are few physical discomforts due to dust, dirt, noise, and the like

Please Note:

This job description sets forth the job’s principal duties, responsibilities, and requirements; however, it should not be construed as an exhaustive statement. Unless they begin with the word “may,” the essential duties, tasks, and responsibilities described above are “essential functions” of the job, as defined by the Americans with Disabilities Act.

Redgrave LLP is an Equal Opportunity Employer.