

Motley Rice is one of the nation's largest plaintiffs' litigation firms. Our mission transcends cases and awards as we fight for big causes and work to advance the greater good, not just for our clients, but for society as a whole. Our attorneys aggressively seek justice and accountability for victims across a broad range of impactful litigation, spanning securities and consumer fraud, occupational disease and toxic tort, medical drugs and devices, environmental damage, antiterrorism, human rights abuses and other case areas. Strengthened by a breadth and depth of knowledge, resources and experience, our attorneys have helped shape some of the most significant settlements and decisions over the past 30 years as we diligently work to protect the rights of consumers, families, investors, businesses and public entities.

Our firm is seeking to hire for a newly-created Litigation Project Manager position reporting to the Washington, DC office.

Applicants for this position should have experience with document review.

The primary responsibilities for this role will include:

- Managing document review workflows and responding to reviewer questions
- Monitoring reviewer progress, metrics and workflows; reviewing coding to correct errors and providing performance feedback
- Suggesting workflow and efficiency improvements, including identification of documents eligible for defensible mass handling and suggesting solutions for those processes
- Establishing workflows to identify documents for use in depositions, trial, and discovery responses
- Preparing privilege logs, deposition memos, and document productions
- Ultimately, becoming a project subject-matter expert!

To be considered for this exciting opportunity, please submit a cover letter and resume to staffing@motleyrice.com.

Salary range \$80,000-\$100,000 (annual), DOE

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer. We participate in e-verify.