

Job Title: Senior Consultant, Records and Information Management

Status: Contract to hire position. This position is intended to lead to permanent employment with the company.

Relevant Work: 5 - 7 years

Location: New York

Category: Business / Legal / Regulatory / IT Consulting

Resumes/Inquiries: only email to careers@contoural.com

Job Description

This Senior Consultant will be responsible for conducting needs assessment interviews at client sites; analyzing recordkeeping categories and behavior; recommending policies and practices that comply with legal, regulatory and business requirements; defining technical and procedural solutions; and identifying resources and timeframes required to meet client needs.

In a typical engagement, this individual will advise clients on industry trends and best practices for their specific records and information management situations and challenges; and will develop appropriate records management policy guidelines and records retention schedules. Consultant will also recommend process and technical solutions for retention and management of electronically stored information (ESI) – such as e-mail archiving, or file search capabilities -- including functional and technical specifications, budget estimates and implementation project plans.

Desired Skills & Experience

Position Requirements:

- Significant travel to client sites in North America (50% to 75%)
- Excellent oral, written communication and presentation skills
- An understanding of records management solutions in the corporate environment – including onsite and offsite paper records storage, document imaging, document management software systems, e-mail archiving, enterprise search, and litigation case management tools
- 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.
- Excellent customer service skills in a client/consultant environment; proven interviewing skills; and good project management skills
- Intelligent, hardworking, honest, good team player. These are important value for us.

Desired:

- Law degree (Juris Doctor), or paralegal certificate and experience
- Certified Records Manager (CRM) certificate
- 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
- Experience working with global business operations and defining recordkeeping requirements for a variety of countries and legal systems
- Knowledge of applications such as email, instant messaging, online databases and network file services – and related solutions for archiving, search, retrieval and disposition of electronically stored information
- Experience successfully working with partners in complex environments
- Management consulting or professional services experience

Company Description

Contoural is the largest independent provider of records & information management and litigation readiness consulting services. The company sells no products, stores no documents nor provides document review or other "reactive" e-discovery services. With more than 20% of the Fortune 500, plus a number of mid-sized and public sector organizations as clients, Contoural is viewed as a trusted advisor by its clients. 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.

Contoural continues to see record growth, gaining tractions among a wide variety of verticals and geographies. Our growth is further fueled by current clients seeking our assistance for additional projects.