



Digital Analyst

Location: Katowice

Late shift: 8pm – 4am; Mon-Fri

KLDisccovery is a technology software and services company serving both the Data Recovery and Legal Technologies markets. As the world's largest Data Recovery company, **Ontrack** boasts international in-lab services with clean room facilities as well virtual on-site services through Remote Data Recovery. **KLDisccovery's** Legal Technologies group (Electronic Discovery, Paper Discovery, Computer Forensics) assists attorneys, businesses and investigators with the collection, organization and preparation of data for review and analysis in legal matters, regulatory filings, and investigations. More details about our company on: www.ontrack.com | www.kldiscovery.com

E-Discovery Technical Operations area captures client data from multiple geographic locations, IT platforms, email systems and business software applications and, using proprietary technology tools, collects, process and produce electronically stored information thereby minimizing the burden of e-discovery and saving our clients review time and cost of civil litigation.

Responsibilities:

- Focus on quality and full support of quality initiatives while managing multiple simultaneous tasks
- Track and handle media according to chain-of-custody procedures
- Replicate customer electronic media to the KLDisccovery network using proprietary tools
- Extract data from a wide variety of compressed files including, but not limited to, Ghost, Encase, Zip, TrueCrypt and BKF formats
- Convert email from Lotus Notes, GroupWise, MIME, Composite MIME and other non-standard formats to a standard format
- Work closely with other teams to set timelines based on client needs

Requirements:

- Proficient with software; basic understanding of computers and operating systems, adept at learning new software/releases
- Strong computer skills and technical aptitude with the ability to troubleshoot computers to the component level
- Ability to adapt well in a changing environment
- Detail oriented with solid analytical and problem-solving/troubleshooting skills
- Ability to manage multiple tasks with excellent follow through, professional communication, and attention to detail
- Strong time management, organization, and delegation skills
- Fluency in English

We offer:

- International working environment which combines innovative services with cutting-edge technology
- Friendly, fast paced atmosphere with opportunities to expand your skills
- Attractive package of benefits including medical care
- Opportunity to be heard and influence change within IT processes and technology

Don't hesitate! Send us your CV in English to: praca@kldiscovery.com

Please include the following statement in your application: „I hereby give consent to KLDisccovery Ontrack Sp. z o.o. to process my personal data provided in this document for the purpose of the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)”.