

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Trainee eDiscovery
<b>REPORTING TO:</b>	Team Leader/Assistant Manager/Manager
<b>RESPONSIBLE FOR:</b>	ESI Processing, Hosting Support
<b>EDUCATIONAL QUALIFICATION:</b>	Graduation/Post Graduation (Computers)
<b>RELEVANT EXPERIENCE:</b>	Internship Student/Fresher

## MANDATORY SKILLS:

- Should have good technical aptitude and analytical skills
- Should be a very good team player and work closely with the team
- Should be able to work under defined parameters and guidelines
- **Should be able to work in all 3 shifts (24X7) 365 days model**
- Should be able to meet the stiff client deadlines and support operations at any point of time
- Excellent English speaking, written and comprehension skills.
- Ability to ask questions and clarifications for all activities.
- Strong organizational skills necessary to manage a variety of projects and initiatives.
- Ability to “wear many hats” and manages multiple tasks across various projects/departments with diverse requirements
- Very Good computer skills including proficiency in Microsoft Word, Excel, PowerPoint, MS Access, PDF, Outlook and NSF email packages.

## PREFERRED SKILLS:

Programming Knowledge, XML, scripting knowledge, knowledge of various RDBMS

## KEY RESPONSIBILITIES:

- Handling various nature of EDD Jobs.
- ESI Processing
- Work closely with the team to ensure quality parameters and TAT are met
- Undertake available internal & external training to improve yourself
- Continually work to increase client satisfaction & ensure that we consistently deliver superior technical solutions to customers