Remote Document Reviewer (Contract)

eDiscovery Platform | Fully Remote

About Us

We are a modern eDiscovery services provider supporting law firms, corporations, and government entities with efficient document review and litigation workflows.

Role Overview

Review large volumes of electronically stored information (ESI) using industry-leading platforms such as Relativity, Everlaw, or DISCO. Ensure accuracy, consistency, and confidentiality.

Responsibilities

- Review for relevance, responsiveness, and privilege
- Apply issue coding and tagging
- Identify key documents and escalate appropriately
- Maintain quality and meet review targets
- Follow all confidentiality protocols

Qualifications

- JD preferred; experienced reviewers considered
- Prior document review experience required
- Experience with iCONECT Relativity, Everlaw
- Strong attention to detail and independent work ability

What We Offer

- Fully remote work
- Flexible assignments
- Competitive hourly rates
- Opportunity for ongoing projects

Apply

Submit resume with review experience, platforms used, and availability.