



**Astrea eDiscovery**

WHERE PEOPLE AND PROCESSES MEET COMMON SENSE

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## **JOB POSTING: eDISCOVERY ANALYST**

Location: Remote (Canada, Toronto preferred)

Type: Full-Time

### **About Astrea**

Astrea is a boutique eDiscovery consultancy that partners with law firms and legal departments to deliver streamlined, efficient, and strategic support across the EDRM. We are passionate about demystifying legal technology and empowering our clients through training, automation, and expertly managed projects. With a strong foundation in litigation and a deep understanding of eDiscovery platforms like Reveal, we blend legal precision with technological agility.

### **The Opportunity**

We're seeking a detail-oriented eDiscovery Analyst to support litigation and regulatory matters by managing electronically stored information (ESI). If you thrive at the intersection of law, technology, and data, this is your moment to redefine how law firms interact with vendors. We're looking for a passionate professional who sees how much potential there is to transform discovery, especially through better collaboration, smarter workflows, and the thoughtful adoption of AI.

You'll work directly with lawyers, litigation support professionals, and review teams to manage the full lifecycle of discovery matters. But beyond that, this is a chance to grow your technical skills, work hands-on with emerging AI tools, and become a leader in the legal tech space.

If you're a bridge-builder between legal and tech and ready to help law firms work smarter, Astrea is the place for you.

### **Key Responsibilities**

- Collect, process, and analyze digital evidence using tools like Reveal and Relativity.
- Collaborate with legal teams to ensure defensible workflows
- Maintain chain-of-custody documentation and quality control
- Support internal investigations and compliance reviews

## **Qualifications & Experience**

- Bachelor's degree or equivalent; J.D. or paralegal certificate an asset
- 5+ years in litigation support, with at least 3 years managing complex eDiscovery projects
- Substantial law firm experience is strongly preferred - you've walked in the shoes of our clients and understand their pain points
- Experience leading legal teams or coordinating with counsel through the discovery process
- Deep understanding of the EDRM, litigation lifecycle, and legal workflows
- Strong interest in growing your technical skills, particularly in AI and legal technology platforms
- Proficiency in major eDiscovery tools - especially Reveal, Relativity, Everlaw and Logikcull
- Proficiency in major productive tools – especially Microsoft Office products
- Scripting knowledge in javascript, visual basics, powershell and batch files an asset
- Excellent client management and communication skills
- A proactive problem-solver who's ready to challenge the status quo in legal tech

## **Compensation**

Astrea offers a competitive compensation package based on experience and qualifications, along with:

- Flexible work environment (remote/hybrid options)
- Opportunities for professional development and certification
- Collaborative, inclusive team culture
- Access to cutting-edge tools and AI training

## **Our Values**

At Astrea, we believe in:

- Precision - Uncompromised integrity
- Clarity - Transparency in every deliverable
- Empowerment - Building legal teams' confidence in tech
- Partnership - We grow when our clients succeed

## **How to Apply**

Please send your resume and a brief cover letter outlining your experience and why you're interested in working with Astrea to [TBarbiero@astrea-ediscovery.com](mailto:TBarbiero@astrea-ediscovery.com) and include "eDiscovery Data Analyst" in the subject line.

Astrea is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.