

**Job Name** On Demand – Legal Document Review Specialist (all genders) – Risk, Regulatory and Forensics

### **Job Description Entry 1**

**Help our clients successfully manage global challenges.**

Our Forensic team is looking for highly motivated talent to join our expanding team. We are seeking candidates with legal expertise who would value the opportunity to work within a team where precise document review is seen as an integral part of our daily activity.

### **How you will make an impact**

- You will conduct document reviews and analyse various types of forensic data, including custodian communications, accounting documentation, and transactional data, adhering to review protocols provided by the client;
- You may also analyse the review results and, if necessary, contribute to writing a memo based on the documents identified as relevant during the review;
- You will use Relativity platform for document review (proficiency in Relativity is a plus but not essential);
- An exciting work environment focusing on collaboration, thoroughness, and celebrating each other's successes.

### **You will excel in this role if**

- You have minimum 2 years of experience in a legal position (being an attorney at law is a plus);
- You have experience in document review exercises (within an investigation context is a plus);
- You are motivated to work in a demanding work environment;
- You are proficient in English (French and German are a plus);
- Available to work 80-100% on an On-Demand contract (paid hourly).

### **Your team**

Become part of our fast-growing forensic practice and benefit from national and international career opportunities as well as a broad internal and external training program. Join 50 colleagues from your team and be part of a diverse young team that all share a passion for forensic technology.

### **Careers at Deloitte. Choose your impact.**

At Deloitte, your ideas create impact and spark meaningful change for our clients, people and society. Your unique expertise, background and perspective helps us find new ways into the most complex challenges so we can brighten the futures of those our work affects. At Deloitte, you can build a career that inspires and energises you. At Deloitte, you can choose your impact.

In Switzerland, we provide industry-specific services in the areas of Audit & Assurance, Tax & Legal, Strategy, Risk & Transactions Advisory, and Technology & Transformation. With close to 3,000 employees at six locations, we serve companies and organisations of all sizes in all industry sectors. We offer meaningful and challenging work, an inclusive and supportive environment where you can be your best self and where you will never stop growing. You will benefit from flexible and hybrid working conditions, wellbeing and parental programmes as well as many opportunities to connect, collaborate and learn.

Join us and become part of a global network of like-minded people dedicated to making a difference, whether [by addressing climate change](#) or improving 100 million futures by 2030. Want to know more about opportunities at Deloitte? Visit [www.deloitte.com/ch/careers](http://www.deloitte.com/ch/careers).

### **How to apply**

We look forward to hearing from you! Please click on "apply now" to submit a complete application, including CV, cover letter, references and degree certificates.

If you have any questions, please contact Lucrezia at [talent@deloitte.ch](mailto:talent@deloitte.ch)

\*We consider all qualified applicants for employment regardless of race, ethnicity, religious beliefs, gender, sexual orientation, gender identity, national origin, age or disability, in accordance with applicable law. Research shows that women are less likely to apply for roles unless they match all the criteria; don't hold yourself back – apply today.

We do not accept applications from recruitment agencies for this position.

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