

On Demand – Document Review Specialist – Risk, Regulatory and Forensics

Work Pattern Percentage: 80% - 100 %

Location: Geneva

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 can make an impact

- You will conduct document reviews and analyse various types of forensic data, including custodian communications, procurement 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 help writing the final report based on our findings.
- 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.

Who we are looking for

Alongside being proficient in English and French (Italian and German are a plus):

- You hold Bachelor's or Master's degree and 2+ years of professional experience;
- You possess expertise in economics, finance, accounting, or legal studies;
- You have experience in document review exercises (within an investigation context is a plus);
- You are motivated to work in a demanding work environment;
- 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.

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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

*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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