



Information Governance Coordinator

Atlanta, GA

SUMMARY

The Information Governance (IG) Coordinator is responsible for supporting the Firm's Information Governance initiatives and compliance requirements in accordance with the Firm's overall strategic plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with onboarding and offboarding of attorneys and support staff
- Assist with client file transfers, both physical and electronic records, in accordance with the firm's processes and procedures
- Assist with the file disposition processes and ensure adherence to retention policies
- Assist, when needed, with large document scanning
- Assist with managing security walls, legal holds, preservation orders, and other compliance-related tasks
- Retrieve off-site boxes as requested and update Iron Mountain Connect accordingly
- Handle sensitive and/or confidential documents and information
- Collaborate with other departments, such as IT and co-General Counsel, to ensure proper classification and security of information, and to identify opportunities for process improvements
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient using information governance software applications and resources, such as iManage Work, iManage Records Manager, project management tools, and Microsoft Office.
- Self-motivated with the ability to work independently
- Ability to communicate professionally and effectively, both in oral and written form, across all levels of the Firm
- Proven customer service skills
- Ability to work collaboratively across multiple teams and departments
- Excellent organizational and project management skills with the ability to prioritize assignments and work on multiple projects while meeting deadlines
- Ability to demonstrate attention to detail and accuracy in work product
- Familiarity with information governance regulations, such as data privacy laws (e.g., GDPR, CCPA)

- Must maintain confidentiality of work-related information and materials
- Willingness to learn and adopt new methodologies
- Displays a positive attitude and eagerness to work with others to solve problems
- Flexibility and willingness to respond to issues during and outside of core business hours

QUALIFICATIONS

- HS Diploma required, information governance certification preferred
- Knowledge of records procedures, records retention principles, and leading practices
- Experience with records and/or document management applications, including iManage Records Manager and iManage Work
- Proficiency with Microsoft Office Suite

Equal Opportunity

Smith, Gambrell & Russell, LLP is an equal opportunity employer. We recruit, hire and promote all persons without regard to race, religion, color, sex, age, national or ethnic origin, disability, sexual orientation, political affiliation, veteran status, marital status or any other factor protected by applicable law. The Firm is comprised of individuals with diverse cultural, social, economic and personal backgrounds. We believe diversity enhances our workplace and ability to serve our clients' needs.