

Litigation Management, Inc., provides comprehensive analyses of medical information for the defense of claims, individual lawsuits, mass torts or class actions where health, illness or injury is an issue.

Litigation Management, Inc.'s staff of medical, legal and healthcare industry professionals deliver customized work products that distill large volumes of difficult-to-decipher medical records into clear and concise analyses that are on time every time.

## **Litigation Manager**

This position serves as the primary liaison between client and LMI by delivering excellent client service and building a collaborative relationship.

Will be responsible for the ongoing interaction between the client and LMI to ensure expectations are defined and service agreements are met, including the collection, initiation, and strategic development of projects.

Successfully manage multiple concurrent projects from transition to archival while keeping team leadership and client (if necessary) informed of status, potential project risk or pending issues.

Have a focus of conducting needs assessments, defining and executing collection, maintaining budgets and deadlines and providing support to clients regarding status, including monitoring and inspection of tasks. Have the ability anticipates both the client's needs as well as the resources within LMI required to meet those needs.

Develop strong client relationships through collaborative consultative service aligned with the broader needs of the client ensuring a spectacular client experience.

Qualified candidates has a BA/BS in Business Administration, Legal Studies or related field as well as a minimum of three to five years experience managing or assisting in managing large scale litigation, preferably product liability litigation, for the defense. JD is preferred.

Requirements also include:

- a valid driver's license and the ability to travel (25-30%)
- ability to meet tight deadlines
- excellent organizational and follow-through skills
- exceptional interpersonal communication skills
- Proven successful experience with building and managing client/customer relations
- Exceptional writing skills with experience documenting client and business agreements
- Independent decision making and problem solving skills
- Experience managing multiple projects
- Advance and practical working knowledge of Excel and have experience with other Microsoft Office applications

Medical experience, working knowledge of medical terminology, and ability to identify components of a medical record are all preferred.

Please visit our web site to apply for the position: <http://www.medicineforthedefense.com/>