



Job Posting Description

Entry-Level Forensics Operations Technician

B&V Pathway Forensics DBA Pathway Forensics is a computer forensics and electronic discovery service provider. Pathway Forensics' team of experts has extensive experience in digital forensics acquisition and analysis as well as large-scale enterprise collection and processing for electronic discovery matters. Our firm offers practical, cost-effective solutions as well as the latest services and technology in the industry. Typical cases handled by the firm involve business and employment disputes, compliance and discovery requests in litigation and government investigations, and fraud and criminal investigations for clients including Fortune 500 corporations, law firms and private companies.

Responsibilities:

- Follow processes and procedures
- Work on multiple ongoing projects
- Provide project status reports
- Assist in other related areas of the company as needed or required
- Complete annual training and certification as required

Qualifications/Experience:

- College degree required
- Effective communicator (both written and oral)
- Detail oriented
- Need to be meticulous, thorough and process driven
- Able to focus on and perform routine tasks with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be able to complete projects with limited supervision
- Capable of following forensically sound processes and escalating potential issues
- Professional demeanor and motivated self-starter
- Clean background check
- Team player, works well with others

Benefits:

- We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive salary and an extensive benefits package including paid time off, medical, dental and vision benefits, 401K with employer match and future professional growth opportunities. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

If you are interested in applying for this career opportunity, please email your resume to resumes@pathwayforensics.com. Please be sure to reference opportunity number 102902. High School Degree a must