Job Description: The Legal Analyst (eDiscovery & Information Governance) will support the Law Department in operating and managing an enterprise-wide Information Governance preservation strategy. Responsibilities include: supporting ongoing legal matters; participating on calls with internal and external counsel; developing and maintaining inventories of non-custodial data sources (e.g., systems, SharePoint, websites, social media, and mobile applications); supporting Johnson & Johnson Information Governance projects; researching/analyzing data and generating custom reports using MS Excel; and coordinating meetings, capturing minutes, and managing follow-ups. The Legal Analyst may also be required to support various projects related to the legal discovery process.

Qualifications:
- Bachelor’s degree
- Prior experience in the legal field is preferred
- Position requires high proficiency with Microsoft Excel; proficiency with other Microsoft Office programs, including Outlook, Access, Word, and PowerPoint
- Knowledge of eDiscovery and/or Information Governance tools and processes is preferred
- Ability to readily adapt to new technologies and processes is required
- The candidate must possess and demonstrate good judgment and be a self-starter with the ability to work independently
- Excellent communication and interpersonal skills, strong proofreading, and attention to detail are required
- Requires strong organizational skills and the proven ability to multi-task and prioritize
- Occasional overtime may be required

Application Instructions: Candidates should email resume to blancia@its.jnj.com.

Disclaimer Information

About the Organization: Caring for the world, one person at a time... inspires and unites the people of Johnson & Johnson. We embrace research and science - bringing innovative ideas, products and services to advance the health and well-being of people. Employees of the Johnson & Johnson Family of Companies work with partners in health care to touch the lives of over a billion people every day, throughout the world.
Our Family of Companies comprises:

- The world’s sixth-largest consumer health company
- The world’s most comprehensive medical devices business
- The world’s sixth-largest biologics company
- And the world’s fifth-largest pharmaceuticals company

We have more than 265 operating companies in more than 60 countries employing approximately 126,500 people. Our worldwide headquarters is in New Brunswick, New Jersey, USA.

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