

Job Description:

Legal Operations Manager

Primary Function

This function is responsible for the day to day operations of the Legal Department and supports and reports to the Senior Director of Legal Operations. The person in this role provides critical infrastructure, which enables the Legal organization to meet its business priorities. The four primary functions for which this person is responsible are Technology, Finance, Communications, and Administration.

Essential Responsibilities

- Works with Director of Legal Operations to ensure the Legal Department's workflow is aligned to priorities
- Identifies solutions to increase overall efficiency
- Delivers on the IT architecture and strategy for the department; works with IT to choose and implement applications; ensures systems are optimized worldwide
- Implements the intranet strategy and Knowledge Management program, including the reuse of data, proper document management and creation of self-help tools
- Ensures effective change management for all program and system implementations
- Supports the Director of Legal Operations in the department's communications strategy
- Helps to identify, drive and track department metrics for each practice area and globally
- Responsible for Legal Operations benchmarking initiatives, including spend analysis
- Works closely with law firms and other outside vendors, including RFPs, restructuring fees & managing Alternative Legal Service Providers
- Liaises with Finance and Accounting functions to establish budgets and create meaningful reports and a streamlined budgeting process
- Manages office administration and the support infrastructure for Legal Department Plans Department activities and team building events

Other Responsibilities

- Managed department intranet, keeping information up to date, including department policies
- Acts as liaison for Facilities and performs space management
- Performs special projects and responsibilities assigned by the Director of Legal Operations and General Counsel

Skills/Knowledge Qualifications

Musts

- Undergraduate degree in Business Administration, Finance, Information Technology or equivalent combination of education and professional experience
- At least 5 years of business experience with progressively increasing responsibilities and accomplishments
- Experience working with senior executives
- Capacity to think strategically to identify issues and develop long-term solutions
- Ability to handle multiple assignments and manage major projects to successful completion
- Excellent interpersonal skills
- Ability to work independently and demonstrate initiative to be a self-starter
- Demonstrated planning and organizational skills
- Excellent verbal and written communication skills and a strong customer-focus orientation
- Demonstrated project management skills
- Demonstrated success managing, leading and coaching employees

Desired

- Master's degree in Business, Finance, IT or Management

About UpLevel Ops

UpLevel Ops leads the evolution of the legal operations practice.

We are trusted advisors providing practical guidance, mentorship, and coaching that goes beyond consulting. With our custom, high-end service – born of extensive corporate in-house experience – we partner with clients to craft actionable solutions. We create a roadmap to success that empowers teams with best practices, tools, and workflows tailored to their unique business objectives.

For more information about UpLevel Ops, please email us at info@UpLevelOps.com or you can discover more at UpLevelOps.com.

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