

**Job Title:** Legal Operations Project Manager

**Location:** XXXX

A project managers is responsible for the initiation, planning, execution, and closure of a project. They must dissect a project into manageable tasks, obtain appropriate resources, and build a team to perform the work; in addition to all of this, project managers must be prepared to monitor and mitigate project risks along the way. If you enjoy a culture of change that seeks out efficiencies, cost savings and ROI, then you should consider this opportunity.

**Job Description:**

* Drive the implementation of solutions to improve department operations
* Use your analytic skills to identify strategic improvement opportunities
* General experience includes excellent requirements gathering and documentation; project management; application configuration; and timely communication
* This position requires a minimum of 3-5 years of experience in at least 2 of these areas of legal specialization: (analytics/reporting; contract management; compliance; corporate governance; data privacy; data security; e-Billing; e-Discovery; investigations; knowledge management; or legal training)

**Desired Skills:**

* Exceptional Excel and Microsoft Office skills
* Agile, Lean, or PMI coursework or certification
* Strategic thinker, capable of being creative and defining new innovations and services
* Excellent communication skills (verbal and written) and experience communicating results to senior leadership and/or clients
* Consulting mindset; solutions oriented; detail oriented
* Project management experience in Planview or Microsoft Project is a plus

**Educational Requirements:**

* Bachelor's degree from an accredited college or university
* MBA/MA/JD or Paralegal certification a plus
* Law department or law firm experience a plus