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# Legal Project Manager

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Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators and business professionals. Learn more at [litigate.com](https://litigate.com).

Lenczner Slaght is currently seeking a **Legal Project Manager**.

## ROLE DESCRIPTION

The Legal Project Manager ("LPM") will join the firm's Legal Project Management team ("LPM Team"), under the leadership of the Director, Legal Operations and Client Solutions. The LPM Team is seeking a client-facing resource to play a crucial role in expanding the implementation of legal project management methodologies to meet the fast-growing needs of the firm. The duties and function of the LPM will be guided by the LPM Team to manage fast-paced, complex, and interesting projects primarily with legal teams. The LPM position will be highly visible, and the successful candidate will also be a critical player in the LPM Team's future state mandate which includes instituting greater cross-functional collaboration across the firm to improve efficiency in matter management, developing and testing innovative practice management strategy, and elevating the client service experience.

This is an excellent opportunity to become a part of a highly energized team and firm that offers an unbeatable culture focused on excellence in everything we do, teamwork, inclusion, innovation, positivity, and fun!

## ROLES & RESPONSIBILITIES

### Billable Client Work

- Manage multiple complex legal matters on billable legal files.
- Apply technical expertise in robust scoping and planning of legal matters for senior lawyers and clients.
- Drive the implementation of project management best practices and principles on client projects.
- Customize workplans and tools to capture priority workflows and deliverables to meet critical deadlines.
- Understand the litigation process to engage in proactive discussions around structuring workflows.
- Define clear roles with respect to workflow management and tasks to hold owners accountable.
- Set service delivery standards to instruct and manage team effectively to prioritize client experience.
- Develop and monitor resourcing, communication, and control models to fit specific needs of client files.
- Monitor and track legal spending for clients and firm leadership to maximize revenue and minimize write-offs.
- Continuously build and strengthen relationships to act as a trusted advisor to stakeholders.

- Create processes for communications, information sharing, and reporting within team and to client.
- Facilitate internal and external client meetings, as well as prepare materials and meeting notes.
- Utilize problem-solving and critical thinking to recommend, implement, and manage necessary change.
- Identify risks and issues to delivery model and raise them with urgency to stakeholders.
- Prepare and deliver status and file health reports to clients to provide updates on file progress.

*Other duties will be assigned as needed.*

#### EDUCATION & EXPERIENCE

- Graduate degree with any one, or a combination of, the following qualifications is required: JD, LL.B., LL.M, or PMP.
- Legal Project Management Certificate or other project management-related certifications are desirable and will be considered an asset.
- 4+ years' experience practicing as a Lawyer or LPM at a large-or medium-sized law firm, professional services firm, or in-house at a major corporation (litigation experience is a major asset), or 5+ years' experience as a Project Manager at a law firm, professional services firm, or major corporation preferably with experience in a legal environment or exposure to litigation files.

#### KEY SKILLS & CHARACTERISTICS

- Proven ability to structure projects of varying size, scale, impact, and risk profile.
- Influential written and oral communicator, able to effectively share ideas or instructions clearly with different stakeholders.
- Confidence in facilitating meetings and presenting to an audience both in person and virtually.
- Strong leadership skills to be an advocate for yourself and others, driving work that sees results.
- History of exceptional client service in management of revenue-generating projects.
- Budgeting and fee estimate experience is an asset.
- Experience with complex construction litigation files is an asset.
- Demonstrated ability to work in a cross-functional matrix environment.
- Highly proficient in MS Word, Excel, PowerPoint, and project management tools and methodologies.
- Highly organized and detail oriented with ability to handle multiple projects simultaneously, with tight deadlines.
- Proactive and self-driven, can work independently and collaboratively with minimal instruction.
- Takes initiative in seeking out opportunities.
- Exercises discretion with exposure to material and information of a highly confidential and sensitive nature.

#### OTHER INFORMATION

- **Reporting Details:** Under the direction of Director, Legal Operations and Client Solutions, providing day-to-day reports to the Manager, Legal Project Management.

- **Hours of Work:** 9:00 am to 5:00 pm.
  - Flexibility in working hours can be expected to meet the needs of the firm.
- **Work Arrangement:** This role is hybrid (minimum two days a week in the office) in accordance with the firm's current policy, which may be amended at any time.

#### WHAT DIFFERENTIATES US?

**We're expert litigators.** Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

**We're bold innovators.** As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn't been done before, we aren't afraid to be the first. See our award-winning programs: ReferToHer™, Commercialist.com, and Data-Driven Decisions.

**We're team players.** We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

**We're future focused.** To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

**We're diverse thinkers.** We are committed to equity, diversity and inclusion because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

**We're award winners.** We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 22 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

#### HOW TO APPLY

**Qualified candidates are asked to submit their cover letter and resume to Isabelle Naraine (Director, Human Resources) [here](#).**

*Lenczner Slaght invites applications from all qualified candidates. We encourage applications from candidates with diverse backgrounds. We are committed to advancing inclusion, diversity, equity and accessibility in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all questions, including requests for accommodation, to [Human Resources](#).*