
Co-Operative Student – **Process Improvement and Project Management**

Summary of Role

Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation. We are currently seeking a Process Improvement and Project Management co-op student to join our team.

Under the leadership of the Managing Director, Strategic Planning, your primary role will involve assisting with the execution of a range of programs to support the deployment of project management best practices in all areas of the firm, in process improvement and innovation.

Role Description

Type: Full-Time (8:30-4:30pm, Monday – Friday)

Reports to: Managing Director

Placement: Sept – Dec, 2019

Location: 130 Adelaide St W, Suite 2600

Main Responsibilities

Project Management

- Provide support in the refinement and evolution of the firm's project management function
- Assist with the development of project plans for various initiatives, track progress against these plans and facilitate reporting as required

Process Improvement and Innovation

- Provide support to the firm's continuous process improvement program, which focuses on client service, legal service delivery, and general business processes
- Prepares current and future state process maps and various metrics to evaluate how proposed changes can be better, faster, and/or cost effective
- Coordinates and provides input into evaluating various software products for current and future applications
- Collaborate with other business functions where process improvement is streamlined
- Promoting and executing innovative initiatives that will support the firm's innovation program by forecasting market trends and new legal technology innovations

Research

- Generate reports to support various programs and business functions
- Consolidate data that would be analyzed and used for various projects

Driving Business Development Implementation

- Assist in project implementation by keeping all stakeholders aligned by booking follow-up meetings, setting agendas with identified key goals and decisions to be made, documenting action items, and next steps that need to be taken for smooth and effective execution

Other duties as required

Job Requirements

- Currently enrolled in post-secondary education in project management, process improvement and/or business related field
- Highly proficient in Microsoft Office Word, Excel, and PowerPoint is required

Desired Characteristics & Traits

- Tech savvy with the ability to quickly learn a variety of software programs
- Highly organized with the ability to remain efficient and collected while managing multiple priorities and projects
- Excellent administrative skills with an acute attention to detail
- Exhibits strong problem solving skills and conflict resolution skills
- Ability to demonstrate forward thinking, initiative, and resourcefulness
- Confident and dependable with a strong ability to work both independently and in a team oriented atmosphere
- Demonstrate a friendly, positive, and collaborative attitude
- Adaptable, flexible, and reliable under pressure
- Ability to exercise discretion when dealing with confidential and sensitive matters
- Strong written and verbal communication skills

Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process.

Qualified candidates are asked to submit their resume and cover letter addressed to Lynsey Clement (Coordinator, Human Resources).

Lynsey Clement
Coordinator, HR
lclement@litigate.com
416-865-4690