
Coordinator, Pricing and Business Intelligence



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Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing primarily 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 Coordinator, Pricing and Business Intelligence to join our team.

ROLE DESCRIPTION

Under the joint leadership of the Managing Director, Strategic Planning and the Partner responsible for Pricing and Business Intelligence, the Coordinator, Pricing and Business Intelligence will have the primary responsibilities of coordinating the setting of and monitoring of price on legal matters and providing support on business intelligence research.

PRIMARY RESPONSIBILITIES

Pricing

- ▶ Set Budgets and Fee Arrangements
 - Serve as the primary point of contact for the intake of all budget and AFA requests. Gather the relevant information and conduct historical matter research.
 - Prepare information to assist in preparing and tracking budgets and AFAs - including customized budgets for a specific client each quarter.
- ▶ Monitor Budgets and Fee Arrangements
 - Capture and track all relevant information to ensure effective budget monitoring.
 - Prepare budget monitoring reports, proactively following up with lawyers as appropriate.
 - Support the modification of budgets and AFAs as changes in scope arise.
 - Prepare WIP reports, including persistent follow up with lawyers and assistants when required.
- ▶ Price Setting
 - Support the review and analysis of rates by generating reports and preparing information.
- ▶ Enhance the Pricing Function
 - Support continuous improvement of the pricing function and processes.
- ▶ Other Related Tasks
 - Review and understand billing guidelines.
 - Update and maintain information in financial system as relevant in support of the role.

Business Intelligence

- Generate Reports and Forecast
 - Support the generation of reports and forecast decks to aid in reporting on business performance on a monthly basis and on an ad hoc basis for various business decisions.
- Proactively Drive Implementation
 - Play a key role in driving plans, projects and programs forward by keeping all stakeholders on track. This may include booking meetings, setting agendas, capturing key decisions and actions and proactively following up with stakeholders to ensure execution as discussed.

QUALIFICATIONS AND DESIRED SKILLS

- High School Diploma and University Degree in Business or Economics is mandatory.
- Minimum of 2 years of experience and a demonstrated interest in pricing, accounting or financial analysis in a law firm or other professional services environment is required.
- An understanding of the Litigation process will be considered an asset.
- Technical aptitude is required; must be highly proficient in MS Office (Outlook, Word, Excel and PowerPoint) and possess the ability to quickly learn a variety of software programs.
- Strong communication skills (both verbal and written) including the ability to effectively interact with all firm members while using superior analytical and listening skills is extremely important.
- Must be comfortable interacting with Senior Partners and all levels of Management on a regular basis.
- Must exhibit the ability to think strategically, develop tactics and execute.
- While a proactive approach to the role is critical, there is a reactive component and in turn there is a requirement to be flexible, adaptable and work logically in a results-oriented, solution-focused environment.
- Creative and innovative with a strong ability to think outside the box and generate new ideas.
- Must have excellent organizational skills; be self-motivated, and able to manage multiple tasks and priorities.
- Driven to learn, grow, and achieve results.
- A team player with a keen ability to adapt and respond appropriately in various situations.
- Maintains professionalism, confidentiality and operates with discretion.

- Must understand the importance of different backgrounds, perspectives and experiences and is respectful of individual differences.

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

*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. Please direct all requests and questions to **Barbara Russell** (Director, Human Resources).*