
Project Specialist

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.

Lenczner Slaght is currently seeking a Project Specialist (PS).

WHAT DIFFERENTIATES US?

We are committed to excellence – today and in the future – for ourselves and for our clients. We have a sophisticated and growing business team that includes professionals in several disciplines such as marketing, business development, pricing, process improvement, knowledge management, human resources, professional development, client operations, and strategic planning.

We are committed to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We have developed several award-winning and forward-thinking initiatives including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on www.litigate.com.

ROLE DESCRIPTION

The Project Specialist (PS) will join the Process Improvement & Project Management team under the leadership of the Sr Project Manager. Primary responsibilities will involve supporting our Sr. Manager in managing internal projects from concept to closing & transfer to internal owners, and expanding the project management practices to other groups.

To thrive in this role, the Project Specialist will:

- Have a passion for project management
- Be highly organized and detail-oriented
- Bring a positive, proactive, solution-oriented approach to the role
- Possess the ability to work under minimal supervision
- Possess the ability to handle a busy work environment with many interruptions and competing priorities
- Be willing to roll up their sleeves to get the job done yet able to see the bigger picture
- Possess a toolkit of project management skills to adapt and build the services and function to fit a range of circumstances
- Be very tech savvy and forward thinking

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

- Provide support to management for any given internal project from concept to closing using appropriate scaled methodology
 - Developing and executing project plans, including risk, scope, communication, and schedules
 - Tracking, monitoring, and communicating project progress against the project plan, budget, and other quality measures
 - Identifying, handling, and resolving conflict effectively
 - Recommending effective corrective action as required
 - Identifying needs and collaborate with various stakeholders to ensure implementation and successful adoption of the project for go-live
 - Facilitating high-level decisions; making mid to low-level decisions and obtaining necessary approvals
 - Crafting and driving communications within the team and with the vendors including
 - Meetings
 - Status reports
 - Follow up reports
 - Initiating and facilitate after-action reviews
 - Ensuring project compliance with the Firm filing policy
- Contribute to guiding and supporting other members of the broader team as needed
- Co-develop and provide project management training and coaching services and materials as needed in execution of the group's broader plan

Other Duties as and when required

EDUCATION & EXPERIENCE

- Post-secondary education in business, technology or law is required
- CAPM is required (may be completed on the job if candidate possesses significant PM experience), PMP is seen as a plus
- A minimum of three years project management experience
- Process improvement (Lean Sigma) is a valued asset
- Highly proficient in MS Word, Excel, PowerPoint

KEY SKILLS & CHARACTERISTICS

- Strong written and verbal communication skills
- Strong leadership skills to see plans through to successful implementation
- Highly organized
- Quick to learn

- Ability to multi-task
- Strong business acumen
- Strong analytical skills and a high degree of comfort with data and numbers
- Adaptable and flexible
- Proactive and driven to learn and grow in the role

OTHER INFORMATION

- **Reporting Details:** Reports to Director, Strategic Planning & Senior Manager, Process Improvement & Project Management

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 [Lynsey Clement](#) (Human Resources Specialist).