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# 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. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

Lenczner Slaght is currently seeking a **Project Manager** to join the team.

## ROLE DESCRIPTION

The **Project Manager (PM)** will join the Project Management team under the leadership of the Manager, Operations. This role requires an individual with a strong technical background, a proven track record of successfully working with cross functional teams. The primary responsibilities of this role will involve managing internal projects from concept to closing and transfer to internal owners, while expanding the project management practices to other groups.

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 senior management on key strategy and internal projects from concept to closing using appropriate scaled methodology.
  - ▶ Develop and execute project plans, including risk, scope, communication, and schedules.
  - ▶ Track, monitor, and communicate project progress against the project plan, budget, and other quality measures.
  - ▶ Identify and resolve concerns and conflict effectively while recommending effective corrective action as required.
  - ▶ Identify needs and collaborate with various stakeholders to ensure implementation and successful adoption of the project for go-live.
  - ▶ Facilitate decisions and obtaining necessary approvals.
  - ▶ Craft and drive communications within the team and with relevant vendors including meetings, status reports and follow-up reports.
  - ▶ Initiate and facilitate after-action reviews.
  - ▶ Assist in developing change management plans when required.
  - ▶ Ensure project compliance with the Firm filing policy.
- ▶ Contribute to leading and supporting other members of the broader team as needed.
- ▶ Co-develop and provide project management training, coaching services and materials as needed in execution of the departments broader strategic plan.

*Other duties as assigned.*

## EDUCATION & EXPERIENCE

- ▶ Post-secondary education in business, technology or law is required.

- Experience in software implementation is required.
- Project Management Professional (PMP) certificate will be considered an asset.
- A minimum of 5 years' project management experience working in a professional services environment.
- Completion of process improvement certificate (Lean Sigma) will be considered an asset.
- Must have demonstrated experience working proficiently with Microsoft Office Suite.

### KEY SKILLS & COMPETENCIES

- Communication skills – delivers complex oral and written content in a clear and concise manner.
- Critical thinking, analytical and decision making – identifies and analyzes situations in a logical and rational manner allowing for accurate business decisions for now and the future.
- Customer service – delivers a high level of customer service to both internal and external stakeholders, establishes clear agendas, roles and expected outcomes for complex interactions with stakeholders and clients.
- Delivers high performance and results – ability to set, prioritize and deliver on all commitments while possessing the ability to handle a high-volume workload in a busy work environment.
- Ownership and accountability – accept accountability for own actions and results.
- Planning, organization, and execution – plans, prioritizes, and delivers results.
- Positive attitude – motivates the team, demonstrates flexibility, and looks for solutions to challenges.
- Teamwork – collaborates effectively with all stakeholders to problem solve and improve processes.
- Leadership skills – ability to lead and motivate, responsible for supervising and mentoring junior members of team and working with minimal supervision.
- Be willing to roll up their sleeves to get the job done and see the bigger picture.
- Have a passion for project management. 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.

### OTHER INFORMATION

- **Reporting:** Manager, Operations
- **Hours:** Monday – Friday, 9 am – 5 pm
- **Other:** Hybrid (2 days in office)
- **Overtime:** Overtime may be required from time to time.

### WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. 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](http://www.litigate.com).

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

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. 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 [Human Resources](#).