



Title: Associate Director of Legal Project Management

Office: Any Office/National Office

Status: Exempt

Reporting To: Director of Legal Project Management and Innovation

Proskauer is a global law firm providing a wide variety of legal services to clients worldwide from offices in Beijing, Boca Raton, Boston, Chicago, Hong Kong, London, Los Angeles, New Orleans, New York, Paris, São Paulo, and Washington, DC.

Proskauer is seeking an Associate Director, with a strong interest in the intersection of law and technology. The Associate Director will support lawyers in all offices of the Firm in managing our business and clients. The focus of this position will be on supporting the development and dissemination of meaningful tools that facilitate the Legal Project Management team's objectives, as well as playing a key role in special projects. This role reports to the Director of Legal Project Management and Innovation.

Responsibilities include, but are not limited to:

- Assist Director with management of the Legal Project Management team personnel
- Support client-facing engagements as key contact for Legal Project Management team
- Partner with Pricing, Financial Planning and Analysis, Client Operations and other Business Services teams to resolve issues and contribute to process improvement
- Perform research and manipulate data to prepare reports on comparable legal work
- Learn about Firm's systems and data; apply understanding of financial concepts, problem solving skills and a strong client service orientation to navigate and apply systems and data in ways that benefit the Legal Project Management team and lawyers
- Assist with training and education of lawyers and legal teams on legal project management concepts and methodology
- Assist in the development of department processes and workflows
- Update key department resources and templates
- Support Legal Project Management function's objectives by using advanced Excel skills, or other data analysis and reporting tools to pull, analyze and present data
- Ensure that internal clients, including lawyers, are receiving timely, accurate and professionally polished budgets and progress reports
- Assist in the preparation of client facing reports, marketing materials and presentation materials
- Identify issues or opportunities and proactively raise them with the appropriate member of the team; track issues through resolution and document lessons learned
- Assist with department projects as needed and perform other work-related duties as assigned

Requirements:

- Bachelor's degree required, advanced degree preferred, with a focus on financial concepts, technology/data science, math, the sciences, or project management preferred
- JD and/or law practice experience preferred
- 7-10 years of legal industry business services experience and related management experience
- 3-5 years of legal project management experience
- The position will involve significant contact with partners and associates at the Firm and requires very good interpersonal, customer service and communication skills
- Must be a self-starter, highly organized and a team player