

Legal Project Manager

Strategic Pricing Department

Summary:

Covington's Strategic Pricing team is responsible for developing creative pricing solutions and implementing project management solutions to ensure that the Firm meets its profitability goals. Reporting to the Senior Director of Strategic Pricing, the Legal Project Manager develops and executes on project management strategies that deliver cost-effective results to firm clients and support the firm's financial goals.

The Legal Project Manager develops, implements and coordinates legal project management tools, trains attorneys to use those tools, and leverages best practices in matter management. The Legal Project Manager offers scalable matter support within team environments or one-on-one, across multiple practice groups, and for clients of varying size. The Legal Project Manager develops methods to promote best practices within the firm and builds a repository of models and templates.

Email Resume [Here to Apply](#)

Qualifications:

- Knowledge of financial and accounting principles normally acquired through completion of a Bachelor's degree in accounting, finance or equivalent.
- Minimum of 3-5 years professional experience with demonstrated growth in scope of responsibilities, ideally within a law firm or professional services organization. Experience managing teams in a client-facing role is preferred. Formal project management certification and training is a plus.

Duties and Responsibilities:

- Build and lead the firm-wide budget outreach and compliance reporting.
- Develop and proliferate best practices, tools, budget templates, and reference materials across the firm's client portfolio.
- Ensure that internal stakeholders are receiving timely, accurate and professionally presented budgets and progress reports.
- Create and facilitate training for senior attorneys on when/how to employ best practices on engagements.
- Set and manage expectations with client and engagement team members.
- Collaborate with attorneys and clients to define matter management strategy and goals.
- Offer concrete project management guidance on best practices, roles and responsibilities.
- Identify issues, options for resolution and course-correction on matters that begin to diverge from initial expectations.
- Complete post mortem assessments and recommend process improvements as appropriate.

Status: Exempt

Reports To: Senior Director of Strategic Pricing

Workplace Type: Remote

Qualifications (Continued):

- Ability to draft client-facing language clearly and concisely.
- Ability to summarize complex quantitative concepts, both orally and in written communications, to internal and external stakeholders.
- Must be proficient in Microsoft Office applications, particularly Microsoft Excel, Outlook and PowerPoint. Experience writing SQL queries is a plus.
- Proficiency in financial modeling and spreadsheet functionality is required. Candidate must be able to manipulate data effectively and present findings to management and attorneys.
- Must be proactive and have the ability to manage and prioritize multiple simultaneous projects and complete work within given time constraints.
- Candidate must be detail-oriented, exercise sound judgment and possess the confidence and interpersonal skills to communicate effectively with the Firm's senior management, attorneys and staff.
- Candidate must be a self-motivated person with a positive, professional attitude, with a progressive, consistent work history and excellent references.