

# Senior Legal Project Manager

## Strategic Pricing Department

### Summary:

Covington's Strategic Pricing team is responsible for developing creative pricing solutions and implementing project management best practices to ensure that the firm meets its profitability goals. Reporting to the Senior Director of Strategic Pricing, the Senior 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 Senior 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 Senior Legal Project Manager develops strong working relationships with the firm's senior lawyers to help them resolve challenges related to the efficient delivery of legal services.

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### Qualifications:

- Bachelor's degree required. JD preferred. Formal project management certification is a plus.
- Minimum of 5 years professional experience with demonstrated growth in scope of responsibilities, ideally within a law firm, legal department, or professional services organization.
- Experience managing teams in a client-facing role.
- Ability to draft client-facing language clearly and concisely.

### Duties and Responsibilities:

- Support senior lawyers in the management of their matters to increase efficiency and improve client service.
- Engage directly with client legal operations to identify and resolve matter-related issues.
- Develop and proliferate legal project management 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.
- Set and manage expectations with client and engagement team members.
- Collaborate with attorneys and clients to define matter management strategies and goals.
- Offer concrete project management advice to the firm's lawyers that improves client service.
- 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.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

**Status:** Exempt

**Reports To:** Senior Director of Strategic Pricing

**Workplace Type:** Remote

Salary range is \$148,000-\$217,000 depending on location and experience level.

## **Qualifications (Continued):**

- 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.
- 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.

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.

Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.