

SAMPLE JOB DESCRIPTION

Legal Operations Manager

Chicago, IL

Background

We are seeking a highly motivated and detail-oriented individual to join our growing legal team. The position will work closely with the general counsel and business stakeholders at all levels of the company. As our legal operations manager, you will be key in creating processes and practices to improve the day-to-day efficiency and effectiveness of the legal team, facilitate change, and control costs.

This is a generalist role that involves managing and supporting projects across the full range of subject matter supported by the legal team. You must be able to adapt to changing priorities and business needs and must be proactive in identifying areas of need and generating action plans.

Responsibilities

- Define and drive strategic and operational initiatives with on-time and on-budget results
- Report on key operational and substantive metrics for the practice group that will better inform decision-making, including matter and work product analyses
- Identify and implement legal department tools to streamline new or existing practices, as well as manage design, rollout, and training for new systems.
- Develop and enforce processes and policies to manage outside counsel usage and spend
- Assist with budget matters and optimizing workflows within the legal department
- Collaborate with cross-functional teams including sales, support, service, business development, regulatory, IT, and finance as well as well as various business units

Requirements

- B.A. or B.S. required
- 3+ years of experience with legal project operations and management in-house or at a law firm (both preferred)
- Prior experience developing playbooks and policies
- Demonstrated ability to independently move projects forward by gaining support needed from others while working in a cross-functional role
- Proven track record of collaborating with cross-functional groups (e.g., Finance, Operations, Sales, IT) to set objectives and produce meaningful results
- Strong experience in developing, implementing, and using legal department technology solutions (e.g., SimpleLegal e-Billing and matter management, IPfolio IP management, Docusign e-signature)
- Excellent analytical, problem-solving, and communication skills
- Able to thrive in a fast-paced environment and successfully manage multiple deadlines