



Project Manager

**NOVATO, MARIN COUNTY, CALIFORNIA
FULL-TIME**

One Legal is a technology-driven company that is transforming how legal professionals access legal support services. We're building online tools that help to make the administration of legal practice easier and more efficient and, in the process, transforming an industry.

It's our vision to be the most trusted technology provider for legal support services in the United States. As a key member of our Operations team, you will be managing timelines, resources and staff for strategic initiatives in the fulfillment and customer support departments. This role reports to the Marketplace Operations Director.

ABOUT YOU:

You will work closely with the heads of Fulfillment and Customer Service and report to the Operations Director. The right candidate will have primary responsibility for management of projects, focusing on meeting commitments, communicating status to stakeholders in near real-time and monitoring spend.

The position requires expert organization and facility with project management tools like MS Project. Culturally, One Legal is seeking a positive professional attitude, ambition and entrepreneurial drive, and the ability to work in a team environment. Career trajectory for the right candidate includes eventual ownership of successfully launched product or service lines.

YOU WILL:

- Lead planning and implementation of strategic projects, including facilitating project milestones, tasks and resource requirements, and keeping teams committed to plan
- Manage daily and weekly data reporting of project status to divisional leaders and executives
- Daily and weekly assess dependencies and risks and make recommendations to leadership as required
- Manage project budget and monitor spend

- Identify improvements in organizational change management and make recommendations for improvement in future projects
- Define processes during the life of projects and own process maintenance post-completion – teach us how to stay defined and scalable

YOU SHOULD HAVE:

At One Legal we consider every candidate on his or her individual merits. However, possession of some or all of the following skills and experiences will help to significantly differentiate you from the field.

- Bachelor's Degree from an accredited college or university
- Project Manager and Scrum Master certification preferred, from an accredited organization
- At least 5 years of experience in project management, preferably in physical/branch office re-location or re-alignment
- A friendly, professional demeanor and ability to excel in a team environment
- Strong proficiency with Project Management software (e.g. Liquid Planner, TeamGantt, Smartsheet, MS Project, etc.)
- Excellent communication of project phases to organizational leaders
- Ability to manage time effectively, set priorities and meet deadlines
- Desire/ability to work successfully in a small company, including, specifically, the ability to adapt PM workflows for our organization (i.e. don't force a rigid process)

BENEFITS:

We offer a great compensation package, with paid vacation, sick time, flexible working options (including remote "workcations"), a fun and casual work environment, a competitive benefits plan, and the opportunity to be part of a team that is shaping the future of legal technology.

As a bonus, you'll be working out of our headquarters in beautiful Marin County, just 25 traffic-free minutes north of the Golden Gate Bridge.

HOW TO APPLY:

Send your resume, a cover letter, and a link to your LinkedIn profile to resumes@onelegal.com.