

CAREERS



JOB TITLE:
Client Services/Project Coordinator

FLSA:
Non-Exempt

DEPARTMENT:
Client Services

REPORTS TO:
Director of Client Services

SUMMARY:

Under general supervision of the Director of Client Services, the Project Coordinator is responsible for leading the continuous improvement of all work flow based projects within Client Services. This includes analyzing data, creating and documenting an efficient work flow process. The Project Coordinator is expected to collaborate with and assist the Coordinator(s) and Supervisor(s) with implementation of the work flow processes to ensure success. In addition, the Project Coordinator must work closely with co-counsel, attorneys and paralegals in order to provide each with project or case related status updates as it relates to the responsibilities of the Client Services teams. The Project Coordinator must have exemplary organizational and communication skills, attention to detail and work flow knowledge.

MINIMUM REQUIREMENTS:

- College degree preferred
- Minimum of Four (4) years of progressive work experience in a law firm or comparable field preferred
- Strong communication/interpersonal skills, with ability to follow-up without direction
- Attention to detail & self motivated
- Must be deadline-driven, highly organized, and exude a positive professional demeanor with variety of people
- Ability to grasp concepts, perform internet research & overall competence in navigating programs
- Strong working knowledge of MS Word, Outlook, Excel

ESSENTIAL DUTIES AND RESPONSIBILITIES:

“Essential duties” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Analyze and interpret data to create efficient work flow processes
- Prepares technical reports summarizing information and trends
- Oversees implementation of new processes to ensure success
- Creates and maintains documentation of existing work flows
- Constructs work flow charts and diagrams to easily communicate the processes and provide visual aid
- Collaborates with co-counsel, attorneys and paralegals to provide status updates (project or case related)
- Coordinate with Director Client Services, attorneys, paralegals and related IT staff to ensure successful implementation of work flow processes in case management system
- Promotes departmental resources to practice groups to continue centralization of intake
- Works on special projects as needed

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position.

WORKING CONDITIONS:

Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an Equal Opportunity Employer.