

Siskinds LLP is a leading law firm located in Southwestern Ontario. We are a team of over 240 lawyers and employees covering personal legal services, business law, personal injury law, and class actions law as well as over 25 specialized practice areas. We help clients make the right legal choices, manage their legal affairs, and resolve complicated matters. Our culture and working style strive to make our clients' experiences comfortable, reassuring, and productive while delivering excellence in the services we provide.

Project Manager – Full-time

Siskinds is growing and seeking a Project Manager. This position will require you to oversee IT projects, plan and delegate tasks and keep track of progress to ensure cohesive working within departments and that the projects are completed in a timely fashion and within budget. The Project Manager will be responsible to provide regular updates on IT projects to the Executive Team.

The ideal candidate will possess the ability to problem-solve and be proficient in communicating with all levels of employees. The candidate must be an independent self-starter with strong attention to detail and organizational skills.

Responsibilities:

- Creating long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources
- Delegating tasks on the project to employees best positioned to complete them
- Identifying and managing potential risks and liabilities of multiple projects
- Assisting in the definition of project scope and goals
- Making effective decisions when presented with multiple options for how to progress with the project
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Communicating with executives or the board to keep the project aligned with their goals
- Performing quality control on the project throughout development to maintain the standards expected
- Adjusting schedules and targets on the project as needed
- Motivating people involved in the project to complete tasks on time

Qualifications:

- Information Technology, Computer Science, Information Systems, or a related field, MSc/MBA is a plus
- PMP Certified
- Hands on knowledge of Project Management software, Smartsheet preferred
- 5+ years of previous Project Management work experience within a mid-size to large organization
- Experience working within a legal environment an asset
- Sound interpersonal skills with the ability to interact and communicate with all levels of the Firm

We are a cohesive team and being a team player as well as having a strong technical ability and a positive attitude will make you an ideal choice candidate.

We offer hybrid remote work schedules in a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits.

Siskinds is an equal opportunity employer and will work with and accommodate any needs necessary throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting "Project Manager" and "Your Name" in the subject line, to humanresources@siskinds.com. Deadline for submissions is Friday, August 26, 2022.

Contact Information:

Siskinds, London Head Office
Attention: Human Resources, 275 Dundas Street, Unit 1
London Ontario N6A 3V8

Email: humanresources@siskinds.com