

Paragon Project Manager

Job Duties and Responsibilities:

- Provides mentoring and guidance to legal staff on appropriate use of technology.
- Provides training and support to attorneys, legal assistants and support staff on the use of litigation support systems and applications.
- Consults with legal staff regarding litigation support technologies throughout all phases of litigation.
- Ensure the project critical success factors and requirements are properly documented and managed throughout project duration.
- Establish project workflow, monitor and revise project plan, as needed to ensure client satisfaction.
- Hold primary responsibility for project quality of work, schedule adherence and customer satisfaction.
- Serve as the primary point of contact with the client, ensuring timely and sufficient communication with the client and with operations.
- Coordinate with operations and other managers to allow maximum efficiency of project support across the organization.
- Prepare project status reports and activity recaps on a regular basis
- Monitor compliance with requirements to ensure consistent approach and high quality results.
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Qualifications:

- Ability to communicate with attorneys and paralegals to understand case requirements and translate them into technical solutions.
- Candidate must be a professional with demonstrated success in managing large, complex projects in a litigation environment.
- Effective communications skills both written and verbal with internal staff and external clients.
- Experience in management of projects from collection to production.
- Excellent knowledge of litigation support arena, including services such as forensics, electronic discovery, repositories, etc.
- Working knowledge of litigation technology, including key applications and tools (e.g. document repository solutions, electronic discovery software, litigation support databases, etc.).
- Ability to multitask under pressure.