

COORDINATOR, LEGAL PROJECT MANAGEMENT

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

Reporting to the Head of Legal Project Management ("LPM"), the Coordinator, Legal Project Management is responsible for:

KEY ACCOUNTABILITIES

Firm LPM Initiatives

- Work with the Head of LPM on the overall administration of all internal and external LPM initiatives which includes assisting with general marketing and preparing internal/external presentations.
- Liaise with various departments (i.e., Financial Services, Practice Solutions, etc.) to track LPM initiatives.
- Work with the Head of LPM to maintain and revise the IPO and M&A Pricing Matrix.
- Work with Practice Solutions, IS and FS to understand/vet new technological tools and software.
- Assist with maintaining a depository of various LPM proposals and pitches.

Transactional Billable/Non-billable Work

- Under the guidance of the Head of LPM, create and maintain project plans in Excel and Microsoft Project.
- Assist with developing and maintaining a transactional database.
- Liaise with other firm departments on an as-needed basis (i.e., to obtain reports, such as financial reports).
- Gather internal/external feedback on transactional metrics and tabulate questionnaire responses.
- Work with the Head of LPM and FS to put phasing in place for new and ongoing transactions.
- Gain proficiency, over time, in the firm's financial software to produce simple financial reports.

KIRA

- Assist with updating the KIRA webpage with notes and track progress in marketing of KIRA to partners and associates.
- Work with Practice Solutions to assist in tracking KIRA usage and adoption; maintain the KIRA issues log.

General

- Provide administrative support such as arranging courier packages, photocopying, printing, binding and scanning. Perform clerical work relating to travel arrangements, expense reports, boardroom bookings, cheque requisitions, filing, document management and any other administrative assistance.



- Provide timely and accurate word processing support including document creation, revision and formatting, converting PDFs to Word documents, creating and editing Excel charts and PowerPoint, preparing correspondence (memos and letters), proofreading documents and making necessary changes.
- Provide back up support to other Administrative Assistants in the Professional Resources department.
- Track and assist with budget development and frequently monitor budgets.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Business, Project Management or a related field (complete or in progress), or equivalent experience to successfully complete the essential requirements of the role.
- Minimum 2-3 years of previous related experience, preferably within a professional services firm.
- Proficient in MS Office product suite - which includes an excellent working knowledge of Outlook, Excel, Word and Microsoft Project.
- Strong willingness and ability to learn new concepts and programs.
- Strong ability to think outside the box and apply innovative solutions to any given situation.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Strong time management skills and a proactive approach to transaction management.
- Strong collaboration skills – able to work with tact, poise and discretion.
- Excellent communication (verbal and written) and interpersonal skills.
- Exceptional attention to detail, efficient and organized.
- Ability to work well independently and collaboratively within a team environment.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (firmadminrecruiting@torys.com).

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted.

At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Jenny Tavares](#), Senior Manager, Human Resources.