

**Job Number: F-MPJ-4**  
**Title: Project Manager**  
**Location: Cleveland, Ohio**  
**Type: Full-time**  
**Start date: ASAP**  
**Annual Salary: TBD**  
**Occasional travel may be required**

**Preferred Qualifications:** Four year college degree, or equivalent work experience. Project management experience, preferably in a legal setting. Ability to manage complex projects that span geographical regions. Experience with organizing and facilitating meetings and mentoring team members.

The ideal candidate will have excellent analytical, research, writing, and interpersonal skills and will work effectively with users, vendors, and management. Excellent troubleshooting skills and creative approaches to problem resolution are a must. The individual will be detail oriented, well organized, a self-starter and able to work independently. The ability to effectively coordinate cross-functional teams, delegate project tasks, and manage multiple and competing priorities and assignments is required. Must have the flexibility to complete projects and assignments outside normal business hours if necessary to meet the Company's objectives.

**Responsibilities:** Responsible for working with TSS managers and project sponsors to manage and deliver assigned projects and assist with support, development, or administrative activities. Assist with establishing project objectives, procedures, and performance standards. Ensure elements of the project are properly integrated and coordinated among project participants and stakeholders. Define, monitor and control project tasks, including identifying and mitigating project risks to deliver projects on schedule and within budget.