

<b>Title</b>	Project Manager
<b>Location</b>	Southport (Office Based)
<b>Reporting to</b>	Operations Manager
<b>Role Purpose</b>	<p>Reporting to the Operations Manager, you will be responsible for delivery of projects for our clients.</p> <p>The role will require strong leadership skills, having the ability to set the vision for team members and facilitate buy-in and execution whilst liaising with all stakeholders involved in the project.</p>

### Key responsibilities

- Manage multiple projects at once and ensure they are all delivered on-time within scope and budget.
- Responsible for assisting and leading projects from planning stage through to handover to the support team.
- Develop a comprehensive plan including details of the communication process, resource availability and allocation at the beginning of all projects.
- Manage a detailed project plan with all the relevant documentation to monitor and track progress.
- Conduct regular status updates to key stakeholders including senior management to provide viability of status, risks and issues.
- Proactively identify and trace potential risks and develop risk mitigation solutions.
- Report and escalate to management as needed.
- Manage the relationship with the client and all stakeholders.
- Communicate effectively with technical and non-technical stakeholders.
- Maintain a lesson learned knowledgebase

### Team Contributions

- Participate and contribute to regular team meetings to enhance knowledge and highlight roadblocks.
- Report to management team on business metrics where required.
- Contribute to internal process improvements and company strategy.
- Treat all team members in the group with dignity and respect.

### Experience

- 3+ years' experience as a Project Manager working in a multi-project environment.
- Extensive experience in dealing and maintaining relationships (both internal and external) with excellent influencing and negotiation skills.
- Experience in managing tech related projects and product launches is highly desirable.
- Legal, accounting or document management software experience is highly desirable.

### **Competencies**

- Responsible for motivating others in the project team by using an engaging communication style.
- Show a positive attitude and lead by example.
- Superior problem solving and troubleshooting skills and the ability to exercise sound judgement to manage issue resolutions.
- Ability to identify and improve processes without prompts from management.
- Ability to manage small (users 10+) and large projects (users 100+) simultaneously.
- Strong attention to detail – this is a key requirement.

### **Leadership Essentials**

- Strong ability to deal with ambiguity.
- Strong ability to find creative solutions to situations.
- Strong ability to identify and manage innovation.
- Strong ability to motivate others.
- Good strategic agility.
- Ability to contribute towards building effective teams.

### **About Perfect Portal**

Perfect Portal is an award-winning digital onboarding and client-centric solution for Law Firms. Perfect Portal enhances the Law Firm's client experience with a fully branded mobile app that supports every area of law with integrated features from VOI, VOF, payment on account, e-signatures, matter updates as well as the completion of TA forms.

We help our clients improve their new business efficiencies across all departments with website lead intake forms, conveyancing quote calculators and smart dashboards that ensure nothing slips through the cracks. Our cloud and app-based secure systems also drive early client engagement, increasing conversion rate, speeding up the transactions whilst ensuring all parties involved are updated on matter progress.

We offer market-leading technology that is continuously evolving to ensure that our law firms remain one step ahead of their competitors.

Perfect Portal currently services 4,000 law firm users and is growing at a rapid rate and has to date, facilitated its firms in generating 1.7 million leads. Our client base includes major firms in the UK including firms registered as a Legal Top 500 Firm.

Perfect Portal is a part of the ATI Group. ATI's great success Globally is only the starting point in our ambition to be the best provider of digital onboarding software and solutions in our market in the world.

Visit [www.perfectportal.co.uk](http://www.perfectportal.co.uk) for more information.



### **Why Should I Apply?**

Perfect Portal is an equal opportunity employer and is committed to excellence through diversity. We have a high-performance culture and we're unapologetic for demanding the best because we know that's what sets us apart. We expect wholehearted enthusiasm, excitement and an effort that overshadows any feeling of obligation - because it's not a job with Perfect Portal, it's a love for what you do.

To be part of our team you need to be intelligent, dedicated and determined to make a difference to the lives of the clients we serve each and every day. Life at Perfect Portal is not for the fainthearted - we're looking for people who fire on all cylinders and face challenges head on.

### **At Perfect Portal we offer:**

- Terrific benefits - fresh fruit, coffee, tea & breakfast is supplied daily
- A fantastic culture - open communication, great work/life balance, a high performance, and friendly work environment
- Rewards & recognition - probation celebrations, all-staff birthday and service anniversary celebrations and referral schemes
- Employee Share Scheme – opportunity to participate in the future growth of Perfect Portal
- Pension Plan – contribute to your retirement

Perfect Portal is a young and vibrant company who can offer you a genuine career. This is a great opportunity to be a part of our dynamic and motivated Team.