

Job Title:

Junior Project Manager

Who we are and what we offer you

Pinnacle is a trusted guide and expert partner of the world's leading law firms. We help our clients get the most from their critical business applications and the data these applications hold. We also have long-standing partnerships with both Thomson Reuters Elite and Intapp. We work alongside them to develop products that give our clients the maximum value, opportunity and advantage.

Our sole focus is on the legal sector and the specific technologies law firms depend on. This means we deliver projects faster and better than if we had a more general focus.

As a leading global consultancy, we work on projects with the top 100 law firms both in the UK and internationally. We're experiencing rapid growth so are looking for new talent in systems consulting.

Your role

The role will build strong customer relationships with key individuals and teams across Pinnacle, or Partners and our clients. The Junior Project Manager is accountable for the execution of small upgrade, install and reporting projects per the scope agreed with the client. The Junior Project Manager will provide support and direction, throughout the project life-cycle, to the project team. They will ensure that team members are kept informed of the work to be completed, manage the project schedule and budget. Weekly Project Meetings and Status reports will be used to track progress.

Suitable candidates will be those with a background in software delivery or service desk management with a desire to pursue a career in Project Management, or those looking for a more junior role for a period of time which provides a better work / life balance.

Is this you?

Rather than a definite Pinnacle 'type', we're looking for someone who is a winning blend of various talents. So we're never overly prescriptive in what we ask for.

While it would be great if you've already worked in the legal or software or professional service industries, we're really looking for a good mix of aptitude and attitude.

Any of the following would also be an advantage:

- ▲ Experience of managing or working within a team on software projects or working within a service desk environment
- ▲ Experience of managing budgets on small projects or for a team
- ▲ Experience of scheduling work for multiple people on a project or engagement
- ▲ Knowledge, understanding and experience of a business operations environment

- ▲ Ability to work in an environment of change and uncertainty with sound judgment under pressure
- ▲ Ability to manage a high volume of work and diverse range of projects and activities
- ▲ Excellent communication skills, both verbal and written
- ▲ Good influencing and negotiating skills
- ▲ A desire to learn and build a career in Project Management

Our essential criteria

To be successful in your application you need:

- ▲ Bachelor's degree or equivalent work experience
- ▲ PMP or Prince II Certification at Foundation level

Additional information

- ▲ From time to time out of hours or weekend work may be required
- ▲ 25% Travel commitment, on average
- ▲ Applicants with a need to work part time (3-4 days a week) will be considered

The next steps

Please email your CV to suzanne.stubbings@pinnacle-oa.com with a note of introduction that will persuade us to invite you in for a chat.

We look forward to hearing from you.