

Job Title:

Junior Administrator - Project Management Office (PMO)

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 Elite, Intapp and iManage. We collaborate with them to develop products and implement systems that give our clients the maximum value, opportunity, and advantage. Our sole focus is on the legal sector and the specific technologies that law firms depend on. We also provide Managed Services that enable our clients to continue to maximise the value in their business systems and data.

As a leading global consultancy, we deliver projects and services to the top 100 law firms both in Australia and internationally. We have operations in the UK, US, Europe and Australia. We are experiencing rapid growth so are looking for new talent in several areas of our business.

This is an ideal first or second job if you are keen to develop your skills and progress in your career. Enthusiasm, interest and drive are as important to us as any relevant experience you have. We'll give you full training and the opportunity to work in a stimulating and supportive working environment.

Your role

PMO Administrators ensure that our engagements are organised correctly, liaising with Team Leads, Project Managers, Client and Partners to ensure that we have the correct information, that resources are booked in our systems correctly and that clients are billed each month. The PMO meet with all team leads weekly and provide administrative support, updates on projects and billing. The PMO assist with the induction of new starters, providing training on our systems and processes, we also ensure that training material is kept up to date.

The PMO team also support our internal systems change projects, so a willingness to get involved in writing documentation, providing training and support will be key.

As a key member of the Project Management function for the company, you will be liaising and supporting internal management, with budget control and forecasting.

Great organisation, analytic and communication skills are required together with good attention to detail.

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

Additional information

The role will be based in Sevenoaks office, Part-time – 24 hours (3 days) per week.

The next steps

Please email your CV to helen.mcconnon@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.