

Legal Business Operations Manager

Crowe Paradis & Albren, the fastest growing Social Security and Medicare benefit advocacy firm in the United States, is seeking a Legal Business Operations Manager to join our team in Wakefield, MA. This is a unique opportunity for a professional to use their strong management and advisory skills to set and monitor employee performance using specific metrics for success. Your past experience with lean manufacturing practices will help you to thrive in our environment. As the Legal Business Operations Manager, you will be challenged to add a new perspective into our management functions, bringing tremendous value to our organization by streamlining efforts and setting the standards for performance.

Responsibilities

- Incorporate and improve upon existing KPI's for attorneys and support staff
- Drive Lean Six Sigma efforts to meet process improvement targets while fostering a culture of continuous improvement throughout the organization
- Establish routine reporting capabilities for evaluating KPI metrics
- Teach and train teams and individuals on the application of specific tools to support the Kaizen activity
- Address issues related to employee performance and workload
- Ensure that our company core values are being actively demonstrated each and every day
- Serve as an advisor to practicing attorneys on specific cases within the organization

Requirements

- Experience managing a diverse team, preferably in a lean manufacturing environment
- Business Operations Management across a team of at least ten
- Experience applying Six Sigma and lean practices is strongly preferred
- Excellent verbal and written communication skills, with the ability to effectively communicate with employees within all levels of the organization
- Strong analytical skills, with the ability to extract important data from detailed reports

To be considered, please send your resume, as well as compensation history, in a MS Word or PDF format to our recruiting team at careers@croweparadis.com with the position title in the subject line. Qualified candidates will be responded to as quickly as possible.

No phone calls please.

Please note: Applicants for employment in the U.S. must possess work authorization that does not require sponsorship for a visa now or in the future.