

Firm/Company Name:	Ballard Spahr LLP	Website:	www.ballardspahr.com
Job Title:	Practice Management	Work Option:	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:	Business and Transactions	Posted By:	Gina Emery-Duplechan
Location:	Center City	Travel:	N/A
Salary Range:	Negotiable	Position Type:	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	Date posted:	8/7/2023

How to Apply: (Fax, Email, Mail, Link, etc.):

Link: <https://jobs.silkroad.com/BallardSpahr/Careers>

Job Description

Brief Summary: Ballard Spahr LLP has an exciting opportunity available due to an internal promotion. We are seeking a Practice Management Administrator to join our Business & Transactions department's leadership team, including the Department Chair and Director of Practice Management. The Administrator supports the Business and Transactions Department's Director of Practice Management with the daily business operations of the department and its practice groups across all offices. Additionally, the Administrator will directly manage the paralegal staff for the Department. This position is hybrid and offers a work schedule of 3 days a week in the office.

Duties: Responsibilities include managing personnel matters; financial profitability, budgeting, and expense management; business development and revenue generation; integration and practice expansion; continuing education and core training; technological initiatives; and policy enforcement.
The chosen candidate will have an active role in the daily operations of the department and practice groups with responsibility for financial and personnel management including but not limited to:

- Overseeing monthly metrics to track productivity of lawyers and practice groups
- Reviewing aged receivables and unbilled time
- Managing new matter intake
- Reviewing and approving expenses and participating in the annual budgeting

Skills/qualifications: The ideal candidate will have excellent organizational, communication, interpersonal, problem solving skills, and the ability to multitask and work in a deadline driven environment. Professional demeanor, good judgment, understanding of the need to exercise confidentiality and discretion required.

Bachelor's degree plus a minimum of 5 years of relevant experience in a law firm or professional services environment. Must be able to demonstrate a high degree of proficiency in the firm's computer applications and have experience with process management. Flexibility to work beyond a standard business day, on occasion as needed.