

Job Title: Operations Manager

Location: St. Louis (Clayton), Missouri

Employment Type: Full-Time, Exempt

Reports to: President and Board of Directors

Education: Bachelor's Degree or equivalent experience required; MBA preferred

Experience: 4-10 years of law firm experience

About Us:

Paule, Camazine & Blumenthal is seeking a highly skilled Operations Manager to drive our internal processes and support our strategic goals. This is a unique opportunity to make a significant impact on the growth and efficiency of our organization by working closely with the President and Board of Directors.

Position Summary:

The Operations Manager will oversee and coordinate the internal activities of the organization to ensure effective operations in line with the company's policies, goals, and objectives. This role involves managing various departments including Software and Systems, Facilities, Records Management, and Office Services. The ideal candidate will have a strong background in information management, operational management, a strategic mindset, and the ability to lead and inspire teams.

Key Responsibilities:

- Direct and evaluate the effectiveness of the organization's operational infrastructure, including software and systems management, facilities, records management, and office services.
- Collaborate with the administrative team to develop and implement systems, processes, and personnel plans aligned with the firm's objectives.
- Establish and enforce operating policies consistent with the President's and Board's objectives.
- Ensure clear communication and accountability across all direct subordinates.
- Prepare short-term and long-range plans, as well as budgets, to meet the firm's strategic objectives.
- Regularly evaluate and report on the overall performance of operations to the President and Board of Directors.

- Develop procedures and controls to enhance communication and information flow within the organization.

- Ensure compliance with local, state, and federal regulations governing business operations.

Required Competencies:

- Problem Solving: Demonstrate the ability to identify and resolve issues quickly and effectively, utilizing data and team problem-solving techniques.

- Teamwork: Foster a collaborative environment that values diverse perspectives and feedback, contributing to a positive team spirit.

- Analytical Skills: Ability to synthesize complex information, research data, and design workflows.

- Project Management: Proven track record of developing and coordinating project plans, ensuring projects are completed on time and within budget.

- Technical Skills: Continuously seek opportunities for personal and professional growth, sharing knowledge and expertise with others.

- Communication: Strong verbal and written communication skills, capable of presenting information clearly and effectively.

- Leadership & Management: Ability to inspire and lead teams, manage performance, and align operations with strategic goals.

- Business Acumen: Understand the business implications of decisions and demonstrate a focus on profitability and strategic alignment.

Qualifications:

- Education: Bachelor's degree or equivalent experience required; master's degree preferred.

- Experience: 4-10 years of law firm or related experience in operational management or equivalent combination of education and experience.

- Technical Skills: Proficient in Microsoft Office Suite, especially Word and Excel; familiarity with ProLaw accounting software is a plus.

Supervisory Responsibilities:

The Operations Manager will manage non-supervisory employees within the Operations Team. Responsibilities include participating in interviews, offering hiring recommendations to President and Human Resources, training, performance management, and conflict resolution.

Work Environment:

- Noise Level: Moderate.

- Physical Demands: Ability to lift/move up to 25 pounds occasionally, with specific vision abilities required. Regular sitting, standing, and walking required, with occasional climbing or balancing.

Why Join Us?

This is an opportunity to be a key player in an organization. We value innovation, collaboration, and the continuous development of our team. If you are a strategic thinker with a passion for operational excellence, we encourage you to apply.

How to Apply:

Interested candidates should submit a resume and cover letter to joconnell@pcblawfirm.com. We look forward to hearing from you!

Paule, Camazine & Blumenthal, P.C., is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.