

Knowledge Systems Manager - Records

Position Summary:

The Knowledge Systems Project Manager is responsible for managing records and information management systems projects and initiatives: plan, execute, and finalize projects according to strict deadlines and within budget. This includes assessing business related needs, securing and interfacing with both technical and non-technical resources as required and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Knowledge Systems Project Manager will work with members of various legal and non-legal groups in defining project objectives and overseeing deliverables throughout the project life cycle. Projects will include intranets, extranet, enterprise search, auto email filing, precedent systems, library, competitive intelligence systems as well as records and information management systems. Additional responsibilities will include establishing and maintaining the necessary project management office framework and reporting capabilities. Success is measured by seamless completion and satisfaction of requirements and deliverables as well as effective planning, management and execution on all projects and initiatives. The person in this position should have knowledge of and prior experience with best practices for effectively rolling out and managing software-based initiatives and projects. The candidate should also have prior experience regarding the use of web-based and other software tools. This person will serve as the lead manager responsible for complete set up and on-going support of various content management and Connect-based systems, interfacing directly with users to ensure all systems, tools, communication plans and training curriculums are in place to facilitate the deployment of Connect products and services. This position may involve domestic and international travel. Perform other duties as required by management.

Qualifications:

- Bachelor's degree and 7 - 10 years of relevant work experience
- Substantial knowledge of project management techniques and tools
- Work experience in project management capacity, in strategic planning, in risk management and in change management.
- Ability to lead teams and strong leadership skills.
- Experience in projects encompassing vendor management skills.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Critical thinking and problem solving skills
- iManage, OpenText DOCSSOpen
- Minimum of 5 years MOSS version 2007 experience
- Exposure and general understanding of SharePoint 2010
- Significant work experience in managing SharePoint intranet related projects, and focused experience with law firms or professional services firms is highly desirable
- Experience focused on SharePoint development including custom field types, web parts, and workflow
- Knowledge of both theoretical and practical aspects of project management in a software development application
- Strong understanding of Web 2.0/collaboration processes and issues
- Working knowledge of HTML
- Experience providing technical training end users
- Exposure and experience working in agile development environment
- Working knowledge desirable with the following:
- Knowledge Management technologies
- HTML, XML, XSLT, .Net
- Microsoft Office Suite, Flash, Adobe Acrobat
- Recommind Decisiv Search
- Web Content Management Systems

We are an Equal Opportunity Employer, M/F/D/V.

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