

We are  
hiring

# Junior Project Manager

Clarilis liberates lawyers from complex manual drafting, so they can spend more time on the work they trained to do. We do this by combining a market-leading automation platform with experienced professional support lawyers who work with customers to deliver deep automated drafting for law firms in inhouse counsel, globally. A UK-based scale-up, Clarilis customers include over 30 of the top 100 law firms in the UK – we also have customers in Canada, US, Singapore and Africa. A scale-up with a proven track record, Clarilis is positively disrupting the legal sector by increasing lawyer capacity (reducing time to first draft by 90%) that has proven game changing and evidenced by an 100% NPS.

You can find out more about us here: [www.clarilis.com](http://www.clarilis.com)

## About the role:

The successful candidates will join our Project Management team but will be responsible for supporting our Development team to deliver on project timelines. This is a junior/trainee role so attitude and the desire to progress are critical.

## This position will see you:

- Preparing project plans and reports for the development team
- Managing our Kanban / Scrum development pipelines by tracking and updating tasks using project management software
- Gathering information from programmers and infrastructure engineers
- Estimating and scoping future projects
- Highlighting any projects that go off track and chasing up with customers where necessary
- Ensuring project schedules are updated
- Creating internal reports for senior management and preparing a document pack for board meetings
- Acting as an intermediary between different departments
- Scheduling internal and external meetings with key stakeholders and taking notes
- Gathering, tracking and presenting data on completed tasks to track efficiency
- Managing the progress of some of our customer acquisition launches
- Keeping an archive of completed tasks
- Administering user access and providing customer support

For more information or to forward your CV for consideration for this role please email [recruitment@clarilis.com](mailto:recruitment@clarilis.com)



**The ideal candidate will have the following skills and attributes:**

- 2:1 degree or above in a good academic degree from a highly ranked university
- Excellent communication skills
- Interested in technology and software
- Proficient at Microsoft Excel and Word, particularly Excel
- A fast learner
- Punctual and able to meet deadlines
- Diligent and organised with high attention to detail
- Ability to work collaboratively with different departments and teams

**What do we offer:**

The successful candidate will be offered training and development, a salary of £23,000, pension, life insurance, private healthcare, health cash back plan, employee assistance programme, company paid social events.

This is an exceptional opportunity for a successful graduate who has a passion for logic and methodical processes, and for you to gain new skills out of University while putting your degree to good use!

**EEO Policy:**

Clarilis is an equal opportunity employer. All qualified applicants will receive consideration for employment without regards to race, colour, religion, sex, national origin, disability, sexual orientation or any other characteristics protected by law.

**Hours:** Full-time

**Location:** Leamington Spa, hybrid working (60:40 office:home)

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