**Bankruptcy Manager Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Bankruptcy Manager to provide valuable insight to help others achieve their financial goals and effectively mitigating risks.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Coordinate, manage, and monitor the workings of the Bankruptcy department. Demonstrate an effective understanding of process and workflow management and the ability to make appropriate changes in order to achieve Firm objectives.
* Review financial statements and data. Utilize financial data to improve profitability.
* Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output.
* Plan the use of human resources. Organize recruitment and placement of required staff.
* Ensure compliance monitoring and internal controls are in place, including processes for management of operational risk, in accordance with Firm and regulatory standards.
* Assist in identifying, developing, evaluating, and implementing new processes or procedures to improve service levels or reduce costs.
* Facilitate coordination and communication between support functions.
* Liaison with top management. Assist in the development of strategic plans for operational activity.
* Ensure the quality of file review. Assist in identifying, developing, evaluating, and implementing new processes or procedures to improve service levels or reduce costs.

### About you

* The formal education and experience for the operations manager job description varies according to the nature of the job responsibilities
* College degree in business administration, commerce, management, industrial technology, or industrial engineering. Industry-relevant production experience.
* Knowledge and experience in organizational effectiveness and operations management
* Knowledge of business and management principles and practices
* Experience managing a bankruptcy oriented legal practice
* Knowledge of project management principles and practices
* Computer proficiency in Microsoft Office, including Excel, Word, and Access

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]