



Principal Legal Project Manager – Consumer Regulatory Advisory  
Vienna, VA OR Richmond, VA  
Requisition [R40559](#)

At Capital One, we march to a different beat! While we may be a top-10 bank by deposits, we operate and innovate with the vigor of a start-up. With thousands of employees, we never lose anyone in the shuffle, but celebrate individuals with respect and exceptional benefits. And we don't just fill positions, but recruit the best and the brightest people that know how to set industry trends and wow consumers.

We're excited to be growing and hiring across the country to build the next generation on sound practices and values so that our philosophy can transcend into our products and services. We hope you join our tremendous team that has helped changed our industry for the better. We may do it by the book, but we're far from boring. We're the talented and vibrant Capital One Legal team, and we're looking for more enthusiastic and intelligent people to join our group. Here, you'll find we value hard work, camaraderie and the title of one of the "100 Best Companies to Work For." While working alongside some of the best in the business, you'll also have the pleasure of a flexible work environment where great benefits start on day one. If this sounds like the dream job you've been searching for, we hope you apply today.

Capital One's growing Legal department will allow you to showcase your talents in a fast paced, fun environment. At Capital One, you get to work with bright and intelligent individuals who will help elevate you to a new level. If you enjoy working with a team of high performing top talent, Capital One is the place for you! Our legal team thrives on collaborating and creates an environment where everyone's voice is heard. This exciting role will allow you to use your depth and breadth of experience to strategize and influence management as well as the business lines you support. In addition, you will have the opportunity to enhance your skills and broaden your knowledge. Come to Capital One to be a part of challenging work while enjoying our exceptional culture and work life balance.

The Role:

Within the Regulatory Team in Capital One's Legal Department, this legal principal associate / manager will have responsibility for managing the mission critical operations of our Clearinghouse process which supports Capital One's enterprise regulatory change processes by analyzing and communicating all laws, rules, regulations, and guidance that may impact the company. As manager for our Clearinghouse process, this role will partner across the Legal Department and the company to ensure all monitored items are appropriately communicated to Legal subject matter experts, meet our standards, and are communicated out to affected business groups within reasonable timeframes. This role will also help ensure metrics are tracked and accurate for senior management on a monthly basis as well as conduct trend analyses. In this role, this legal principal associate/ manager will maintain and improve our review and communication digital platform so it is working effectively and efficiently for all our users.

As lead for Clearinghouse and Requirements projects, technology, and innovations, this role will also be responsible for partnering closely with our requirements writers and Requirements Manager to provide project, automation, and technology leadership and support to ensure all requirements written by that team follow our process, meet our standards, and are appropriately communicated, captured in the system, and integrated into the regulatory compliance process in an efficient and streamlined

manner. This role is also responsible for developing with our IT group, and maintaining once developed, a digital platform for capturing and tracking requirements and linking those to our Clearinghouses. This role will lead and support as project manager any special projects needed by the Requirements team to improve and sustain the efficiency and health of our requirements process and systems. This will include helping to develop training and supporting tools for both our Clearinghouse and Requirements process and seeking feedback about our processes and operations from users both inside and outside of Legal.

This role requires an individual with strong analytical, organizational, and prioritization skills and the ability to work effectively in a fast-paced environment with minimal supervision to manage large volumes of work, including complex issues that may arise suddenly. This role also requires an individual with excellent verbal and written communication skills, willingness to work as a team player, and the ability to interact with and influence associates across departments and job levels. This role also requires familiarity with technology and a willingness to leverage new technology to enhance existing processes and improve efficiency. We are looking for an individual who will have a high sense of ownership for the process, their own work, and ensuring that others who impact the process perform adequately. This role is for someone who is a self-starter and loves to innovate and push themselves and others to look for a better and more efficient answer.

#### Responsibilities:

- Manage the operations for our Clearinghouse process
- Review and manage the communication of all Clearinghouse consistent with our processes and standards
- Oversee and produce accurate reporting to senior management for projects for both processes
- Enhance and maintain Salesforce/technology platform supporting our Clearinghouse and Requirements federal and state regulatory change processes
- Identify and coordinate resolution of operational errors and other problems if they arise
- Provide reporting and management assistance to attorneys and business and risk management partners
- Project lead for special projects

#### Basic Qualifications:

- Experience in Microsoft Excel, Microsoft Word, Microsoft Outlook, and Microsoft PowerPoint
- At least 5 years project management experience
- At least 1 year of experience in technology platform development and maintenance

#### Preferred Qualifications:

- Experience using project management tools and software
- Project management experience in the legal profession
- Project Management certification (Six Sigma or others)
- Experience in a highly-regulated environment
- Familiarity with audited and examined processes

At this time, Capital One will not sponsor a new applicant for employment authorization for this position.