



Title: IT System Administrator
Department: Information Technology
Location: 1200 – 925 West Georgia Street, Vancouver, BC V6C 3L2
Contact: Afshin Shoa, IT Manager

Singleton Reynolds is recognized as a leader in construction and infrastructure, insurance, commercial litigation, real estate and business law. Founded in 1982, with its roots in construction litigation, the firm has grown to add a full complement of business law services including commercial real estate, construction contracts, estates planning, and corporate commercial.

Operating on a national platform, Singleton Reynolds is positioned as a new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution.

The Firm has almost 60 lawyers in two offices (Vancouver and Toronto) and provides a wide range of legal services including the following key practice areas:

- Construction and Infrastructure Law
- Commercial Litigation
- ADR
- Commercial Real Estate
- Wills & Estates
- Immigration
- Insurance Defense
- Professional Liability
- Entertainment Law
- Corporate Commercial
- Workplace Law

THE ROLE

Singleton Reynolds is seeking an experienced IT System Administrator to join our IT team within Vancouver. The position requires a minimum of 3 years' experience. The ideal candidate:

- Troubleshoots issues with computer hardware.
- Analyzing system logs and identifying potential issues with computer systems.
- Manages desktop software security updates.
- Manages the anti-virus software utilized by the Firm.
- Administers cloud based email management, Mimecast.
- Assists with the onboarding and training of new hires to the Firm.
- Defines Firm standard hardware and cellular phones (including plan) used by the end-users of the Firm.
- Prepares the IT plan and budget in coordination with the IT Manager.

- Provides support for litigation software such as E-discovery.
- Provides technical support for the Firm's intranet based on SharePoint 2012.
- Identifies gaps in training through audits of existing knowledge through help desk calls.
- Assists with the testing and support of new initiatives and projects, which involve the upgrade, or deployment of software applications.
- Provides firm-wide software training initiatives, inclusive of new and/or updated technology.
- Participates in the communication, coordination and implementation of IT related training events.
- Contributes to the Firm newsletter to educate end users on technological changes or requirements.
- Provides mentorship to junior IT staff.

KEY QUALIFICATIONS and EXPERIENCE

- Minimum 3-5+ years' relevant work experience.
- Post-secondary education in Computer Information Systems Administration (CISA).
- Previous team lead experience would be an asset.
- Prior experience working in a professional services setting would be considered an asset.

SKILLS and ATTRIBUTES

- Strong time management skills.
- A proven ability to thrive in a fast-paced deadline-driven environment.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills.
- A strong work ethic and initiative.
- Strong orientation towards customer service and ensuring customer success.
- Solid understanding of Microsoft Office 2010 and Microsoft Office365.
- Solid understanding of Document management system.
- Familiar with Office Macros and AutoText.
- Some basic understanding of TCP/IP networking.
- Solid understanding of Windows 7 and Windows 10.

KEY COMPENSATION

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer a matching RRSP Program, a fitness subsidy, an annual education/tuition allowance, and ongoing continuing educational "Lunch & Learn" seminars.

KEY CONTACT

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP
Attention: Stephen Hinds

Email: jobs@singleton.com

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.