RDM Lawyers LLP

Junior Application and Network Support specialist

RDM is looking for an enthusiastic person to assist in the administration, maintenance, and support of their business software and peripherals. The candidate will perform technology related support of day-to-day activities for a staff of eighty, some server administration will be required to perform daily tasks. An attention to detail and thoroughness in performing tasks is essential. A self motivator and ability to work under minimal supervision is essential. Duties include administration of the following applications: MS ActiveDirectory, Skype for Business, MS Exchange server, Thomson Reuters Prolaw Suite, Windows Printer Server. In addition, duties will also include maintaining documentation and following policies related to maintenance processes for all company assets.

Qualifications

- Computer Science degree, Technology Diploma, or equivalent.
- Excellent communication, interpersonal and analytical skills.
- Fluent in English.

Knowledge and Abilities

- Must have Windows 10 expertise
- Must have good abilities in MS Office Suite
- Must have good troubleshooting abilities
- SQL knowledge an asset
- MS Server knowledge an asset
- A++ and MSP Certification an asset

Main Technologies Used

- MS Server 2012 HyperV
- MS Skype for Business
- Thomson Reuters Prolaw Suite
- MS Office 365 Exchange
- Papercut

RDM thrives in a culture of respect, awesome service and teamwork, and the right candidate for the position will embrace these values. We offer a competitive salary and benefits package, and a friendly and supportive environment in which to work.

For an insight into our unique culture, please take a few minutes to review this video:

 https://www.youtube.com/watch?v=fG8PIkbbiEQ

Interested candidates may apply to careers@rdmlawyers.com.

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While we thank all individuals for their interest, only those selected for an interview will be contacted.

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