|  |
| --- |
| KRMCLogo |
|  Kronis, Rotsztain,  Margles, Cappel LLP Barristers and Solicitors |

**Network Administrator**

**Firm**

KRMC is a diverse, multi-service law firm with two fully linked sophisticated Toronto offices — our head office in the thriving uptown business district, as well as our downtown office in the city's financial core. We act for a number of well-known clients including financial institutions, leasing companies, multinational corporations, and owner-operated businesses.

Pr**ofile**

We are currently seeking a **Network Administrator** to join our firm. This is a full-time position that will report to the Information Technology Manager. The purpose of this role is to assist with and administer the firm’s network-based systems. The core hours of this position will be 9:00 am until 5:00 pm, Monday to Friday. This position is to be held primarily at our head office, at Yonge and Sheppard, which has direct access to the Sheppard subway station, but will also be required to perform work at our downtown office when necessary.

**Responsibilities:**

**Assist with firm communications:**

* Set up, install and maintain user phone sets, passwords, and accounts for Microsoft OCS 2007R2 and Microsoft UM Voicemail systems
* Assist with the planned upgrades of both Microsoft Lync 2013 and Exchange 2013
* Prepare, test, and maintain user documentation for phone and voicemail systems features
* Troubleshoot telecom issues, assess malfunctioning equipment and escalate issue when necessary
* Maintain, track and install network, server and desktop patching
* Maintain and manage the firm’s audio and web conferencing systems

**Assist with administration of firm’s network:**

* Manage and maintain daily data and voice backup tapes and network backup jobs for completion including monitoring daily backup reports and preliminary investigation of backup status; escalate issues to IT Manager when necessary
* Assist in the monitoring, troubleshooting and maintenance of network resources including networks servers, switches and applications to ensure system users are properly connected to the network
* Investigate and troubleshoot remote user connectivity issues
* Help to maintain and update documentation related to various network features as they change

**Assist with Citrix (Desktop and XenServer):**

* Set up, install and maintain the Citrix images and desktop deployments
* Assist with any planned upgrades for both desktop and server
* Prepare, test, and maintain user and deployment documentation

**Qualifications:**

* Post-secondary degree/diploma/certificate in a related field
* Minimum of two years’ experience in network administration preferred
* Knowledge of Citrix solutions: desktop, application streaming and server virtualization
* Knowledge of network servers and network IP-based voice systems
* Advanced knowledge of MS Office and legal vertical software packages
* Excellent interpersonal, communication and client service skills
* Ability to work with a positive attitude individually or as part of a team
* Previous work experience in a professional services environment is an asset

This role offers a competitive salary, a benefit package effective after three months of employment and the opportunity to work in a pleasant environment with a great team. This position is to commence as soon as possible.

Please e-mail your cover letter and resume to careers@krmc-law.com and refer to “Network Administrator” in your subject line. Our firm name and address is:

Kronis, Rotsztain, Margles, Cappel LLP

Barristers and Solicitors

1100- 25 Sheppard Avenue West

Toronto, ON M2N 6S6

<http://www.krmc-law.com>

We thank all applicants, however, only those selected for a telephone interview will be contacted.