
IT Cloud & System Administrator

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators and business professionals. Learn more at [litigate.com](https://www.litigate.com).

Lenczner Slaght is currently seeking an **IT Cloud & System Administrator**.

ROLE DESCRIPTION

The IT Cloud & System Administrator is a key member of the operations team and is responsible for the day-to-day operations of the firm's infrastructure and cloud services.

ROLES & RESPONSIBILITIES

- ▶ Oversees system backups and restores, including monthly tests.
- ▶ Responds to and investigates all Cyber Alerts, escalating as necessary.
- ▶ Processes Move/Add/Change/Delete requests for user accounts across all firm systems as needed.
- ▶ Creates change control requests for all system maintenance activities and seeks appropriate approvals prior to implementing changes.
- ▶ Performs regular system patching for servers, appliances, and network infrastructure (including OS updates, firmware upgrades, and service pack installations) using Azure Patch Management and Tenable for vulnerability scanning to ensure all systems are consistently up to date and secure.
- ▶ Monitors logs and performance of all network elements & servers (both on-premise & cloud).
- ▶ Provides second level support for tickets escalated from Service Desk or Application Support.
- ▶ Initiates support requests with vendors as required, and follows up to ensure timely resolution of issues.
- ▶ Accountable for all infrastructure & cloud systems (e.g. Office 365, Active Directory, iManage, etc.).
- ▶ Updates and maintains enterprise software relating to backend infrastructure and tracks related inventory.
- ▶ Conducts regular tests of Disaster Recovery and Business Continuity processes.

Other duties will be assigned as needed.

KEY TECHNOLOGIES

- Microsoft Azure
- Microsoft Office 365
- iManage Document Management System
- Proofpoint Spam filtering and Email archiving
- Netskope Data Loss Prevention
- Cisco Meraki Networking
- Palo Alto Firewalls

EDUCATION & EXPERIENCE

- Bachelor's degree in Computer Science or a related field
- 3+ years experience in a similar role
- Experience with Microsoft Windows Server and Microsoft Azure (3+ years)
- Experience with Meraki switches and routers preferred
- Experience with SaaS products (3+Years)
- MCSE, CISSP, CCNA, or CCNP certification a definite asset

KEY SKILLS & CHARACTERISTICS

- Fundamental knowledge of networking concepts.
- Proven network engineering, network operations, and network performance analysis skills.
- Hands-on technical troubleshooting capabilities.
- Ability to work independently under minimal supervision.
- Familiarity with server management and monitoring tools.
- Exceptional critical thinking and problem-solving ability.
- Proficiency with scripting languages.
- Strong interpersonal skills and ability to assist non-technical individuals with resolving complex technical issues.

OTHER INFORMATION

- **Reporting Details:** Manager, IT Security & Infrastructure
- **Hours of Work:** 9:30 am – 5:30 pm
 - Overtime may be required from time to time.
- **Work Arrangement:** This role is hybrid (minimum two days a week in the office) in accordance with the firm's current policy, which may be amended at any time.
- **Other:** The operations team is on a rotating on-call schedule. After hours work is required to complete systems maintenance activities outside business hours.

WHAT DIFFERENTIATES US?

We're expert litigators. Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

We're bold innovators. As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn't been done before, we aren't afraid to be the first. See our award-winning programs: ReferToHer™, Commercialist.com, and Data-Driven Decisions.

We're team players. We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

We're future focused. To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

We're diverse thinkers. We are committed to equity, diversity and inclusion because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

We're award winners. We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 22 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

HOW TO APPLY

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests and questions to [Human Resources](#).