DOCUMENT MANAGEMENT SYSTEM / SOFTWARE ADMINISTRATOR

The Document Management System/ Software Administrator will play a key role in the support, management and enhancement of the Firm's document management system (iManage). This position encompasses a mixture of project responsibility, system administration and senior level support. This position will also provide software training and support to end users on firm-standard software programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Active Directory Services**
  - Create / delete / modify permission groups
  - Assign user permissions
  - Maintain and change user's passwords
- **Exchange Server**
  - Create Outlook mailboxes for new users
  - Create and/or edit Firm Distribution Lists
  - Grant mailbox delegation permissions to another user's Outlook
  - Grant Outlook calendar and/or contact access to another user
  - Provide user support for Outlook email, calendar and contacts
- **iManage Document Management System**
  - Maintain annual software support through iManage
  - Maintain annual support through Prosperoware for Provisioning, Folder Management, Desktop Import & Template Builder Utilities
  - Monitor Prosperoware Provisioning Server and troubleshoot issues
  - Confirm new users are in DB. If not, create
  - Create / modify / update workspace and folders
  - Grants My Matters subscriptions
  - Documents
    - Import bulk documents using Milan Desktop Import Utility
    - Export bulk documents
    - Initiate document privacy screens when requested
  - Provides DMS support to users
  - Provides user training
  - Provide, enforce and maintain best practices for the DMS
- **Office 2016**
  - Maintain WORD templates for offices
  - Troubleshoots issues
  - Provides software application training
- **Additional Duties**
  - Software support and training on various software typically found in a law firm setting. For example
    - Workshare Protect
    - Workshare Compare
    - Excel
    - Adobe
  - Assist in covering the Helpdesk
  - The employee may be asked to perform other duties as required by business needs

QUALIFICATIONS

- **Experience:**
    - 5+ years with iManage WorkSite Document Management System administration required
    - 5+ years Active Directory
    - Solid knowledge/experience of MS Office 2016 applications including WORD, Excel and Outlook

- **Technical Knowledge:**
    - Active Directory: 5 years
    - IManage-FileSite-Worksite products
    - Prosperoware / Milan Management
    - WorkShare Protect and Compare
    - Mac/Pac document trailer utility
    - Some experience with SQL
    - Elite accounting system, a plus

- **Abilities:**
    - Exceptional attention to detail, strong analytical, troubleshooting and problem solving skills
    - To work with a variety of people at all levels
    - To work effectively in self-directed manner

- **Education:**
    - **Minimum Education:** Associate's Degree in an information technology related field or 5 years of experience in a technical environment
    - **Preferred Education:** Bachelor's Degree in an information technology related field

Please apply by sending an e-mail to LegalRecruiting@stearnsweaver.com