

APPLICATION ANALYST

Alexander Holburn Beaudin + Lang LLP is a leading regional firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking an Application Analyst with solid work experience and educational background to join our team. Reporting to the Manager, eDiscovery Services, the position of an Application Analyst has the primary responsibility supporting various enterprise-wide software platforms with an emphasis on the technology utilized by our eDiscovery Services department. The role requires the skills gained through your experience in mature environments where you can demonstrate your abilities to support the business requirements of the organization. The candidate should be proficient at applying IT fundamentals to support a broad range of challenges such as maintaining a multi-tier server architecture for the eDiscovery platform to the processing of data to maintain metadata. This role is a great opportunity for the right candidate to gain valuable experience in a learning environment and work amongst a team with diverse skills and knowledge in many areas of information technology.

Responsibilities:

- Offer exceptional client service in a highly demanding professional environment.
- Lead analyst for the eDiscovery department in support of technology solutions through the thorough configuration, testing, and installation of new software applications.
- Primary support of eDiscovery solutions such as Relativity, LAW PreDiscovery, Harvester, X1 Social Discovery and forensic applications in the collection of electronic evidence.
- Administer the data management process in the proper handling of electronic evidence.
- Directly support the network infrastructure where eDiscovery solutions involve the Windows operating systems, active directory services, NTFS permissions and SQL databases.
- Provide tier 1 Help Desk support of eDiscovery solutions for the general user population.
- Provide after-hours on-call support of eDiscovery solutions for both the infrastructure and direct user support.
- Participate with the IT department on other enterprise initiatives to improve the overall infrastructure.

Qualifications:

- Working knowledge of desktop applications such as MS Office, iManage (document management), PDF editing software, Microsoft Sharepoint.
- Strong fundamentals in Microsoft active directory, Exchange, IIS, VBA, SQL.
- Extensive experience supporting mobile operating systems (iOS, Android), mobile “app ecosystems” and social media platforms in the context of data management is an asset.
- Appropriate post-secondary education and/or five years of experience in the area of Information Technology.
- Preferred previous law firm experience.
- Completion of technology program with direct work experience (e.g. BCIT) is beneficial but not mandatory.
- A calm and professional demeanor is a necessity.
- Flexibility concerning shifts is required.
- Previous experience/training with eDiscovery is an asset.

Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

Diversity + Inclusion:

We value diversity and inclusion at our firm. We are committed to providing equal opportunities in employment and maintaining a workplace free from discrimination and harassment. This means that all job applicants, employees, and partners will receive equal treatment regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hrinfo@ahbl.ca.