

APPLICATION AND DATABASE 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 and Database Analyst** with solid work experience and educational background to join our team. Reporting to the IT Manager, the position of an Application and Database Analyst has the primary responsibility for maintaining the core set of enterprise applications that are critical for the delivery of legal services to our clients and the execution of firm operations. The role will focus on maintaining critical information systems through your extensive experience with Windows-based development platforms and an advanced knowledge of database management in primarily SQL environments. To achieve these goals, the candidate will contribute your expertise with those of the other members of the IT department to help assess the business needs of the firm and develop practical technology solutions that utilize proven technologies and best practices established within the broader legal industry. Candidates must be able to work well both independently and within a team environment. If you are an organized, detail-oriented individual who demonstrates strong communication skills and professionalism while working with both staff and clients, we want to hear from you.

Responsibilities:

- Provides overall exceptional client service in a highly demanding professional environment with a calm and professional demeanor.
- Lead analyst in the management of enterprise applications to ensure that the processes defined in each technology solution will achieve the business goals and meet the functional requirements of the firm.
- Lead analyst in the database management of enterprise database applications to perform data analysis/manipulation for application upgrades, develop federated database solutions to automate workflows and create database queries for custom reporting/error checking.
- Primary support in the role of database development/management for the following enterprise solutions: Thomson Reuters 3E Financial System (accounting), Ultimate Software (HRIS solution), Intellipad (CRM), Relativity (eDiscovery), iManage (document management), Copitrak (cost recovery system).
- Core database administration of the Microsoft SQL environment that include installation/upgrade, managing backup and maintenance plans, SSRS development, customized SQL query scripting.
- Working knowledge of MS VBA, IIS; strong fundamentals in Active Directory; MS Exchange; Office 365; experience in document automation developer packages an asset.
- Provides backup support to the Systems Administrator during scheduled absences and significant infrastructure projects.
- Provides second level Help Desk support (tier 2 escalation).
- Draft final reporting letters to clients.
- Provides after-hours on-call tier 1 Help Desk support (weekly rotation).

Qualifications:

- Appropriate post-secondary education and/or five years of experience in the area of Information Technology.
- Completion of a technology program with direct work experience (e.g. BCIT) is beneficial but not mandatory.

- Preferred previous law firm experience.

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.