

NETWORK SECURITY ADMINISTRATOR

Alexander Holburn Beaudin + Lang LLP is a leading law 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 a Network Security Administrator to join our team. Reporting to the Manager of IT, the Network Security Administrator is responsible for supporting the core infrastructure that maintains a diverse set of enterprise applications as a key contributing member of the IT department. This role requires the skills you will have gained through your experience in mature, structured environments where you have demonstrated your discipline in network segmentation/maintenance, as well as your ability to support the business requirements. Given this breadth of coverage, the ideal candidate will be proficient at applying ITIL and ITSM fundamentals to oversee our critical on-site infrastructure and provide Level 3 support in a challenging environment while working amongst a great team of experienced technology enthusiasts.

Specific Responsibilities:

- Offer exceptional client service in a highly demanding professional environment.
- Accountable for the performance, capacity, and security of the network and servers.
- Actively monitor and manage the performance of all components within our primary data centre.
- Monitor the performance of our co-location service provider and the health of our systems.
- Administration of firewalls, load balancers, routers, switches, etc.
- Execute and validate the daily processes in place and remedy recurring problems.
- Proactively respond to alerts from automated monitoring tools.
- Monitor Darktrace Detect and Respond to alerts for breaches/security incidents.
- Review and release emails caught in AHBL Email Filters (Darktrace and MS Exchange).
- Develop and execute infrastructure maintenance and improvement projects.
- Provide leadership in the identification and planning of all infrastructure change management and requirements management.
- Participate in the IT Change Advisory Board to assess the impacts on infrastructure as it relates to performance, security, risk, and compliance.
- Work with the internal team and external service providers to apply changes to enterprise systems and platforms as required.
- Monitor current security threats and apply emergency patches as required.
- Perform recurring BCP/DRP simulations to ensure the viability of our recovery strategy.
- Maintain a detailed inventory of all configurable items for hardware, software, enterprise platforms, infrastructure, services, etc., and document/update technical procedures and processes.
- Support the desktside analysts as necessary after-hours and on-call standby.
- Deployment and management of internal phishing campaign.

Technical requirements include:

- Strong fundamentals in networking, firewalls, information security, server virtualization (SAN, iSCSI), encryption and key management.
- Proven knowledge supporting Microsoft systems and services including active directory, Azure, Group Policy, Exchange (on-site and online), IIS, OneDrive, and InTune.

- Experience supporting mobile operating systems (iOS, Android) and mobile device management (MDM), and knowledge of information security concepts (data classification, data mapping, IDS/IPS, data loss protection).
- Experience with network monitoring tools such as ECM/SCCM.
- Working knowledge of desktop applications such as the Microsoft Office Suite.

Qualifications:

- 5+ years of experience with networking fundamentals and advanced troubleshooting.
- 5+ years of experience with infrastructure support including a focus on customer service and technical assistance.
- Thorough understanding of TCP/IP and network fundamentals.
- Implementation experience configuring routers and switches (Cisco, Sonicwall).
- Hands-on experience with industry-leading firewall products (Sophos, Fortinet).
- Experienced with the following security technologies (IPSec/SSL VPNs, IDS/IPS, UTM, WAF, NIST800).
- Experience supporting storage networks and/or storage-as-a-service platforms.
- Experience in Network Management (Syslog, SNMP, Network analyzers).
- Exceptional troubleshooting and analytics skills.
- Excellent written and verbal skills.

Compensation:

AHBL offers a competitive salary ranging from \$75,000 to \$85,000. We also offer a variety of benefits, including:

- A health and dental plan, an Employee Assistance Program (EAP) after successful completion of the probationary period, and a matching RRSP Program after one year of employment with the firm.
- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day.
- Lifestyle Benefit: fitness reimbursement for memberships and gym equipment.
- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: annual year-end party, happy hours, staff appreciation week, and many other social events.

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

How to Apply:

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