

## 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 Director of IT, the Network Security Administrator is responsible for supporting the firm's network, server, storage, backup, security, and remote access environments. This role provides senior technical support for enterprise systems, assists with infrastructure projects, coordinates with vendor and service providers, and helps ensure reliability, security, and performance of systems used across the firm. The ideal candidate will have strong troubleshooting skills, sound judgment, and the ability to manage technical issues in a professional services environment while working closely with the broader IT team.

### Responsibilities:

- Provide exceptional client service in a professional services environment.
- Administer, monitor, and support the firm's network, server, storage, backup, and security infrastructure.
- Monitor system health, network performance, backup jobs, security tools, and alerts from managed service providers.
- Respond to and investigate security alerts, including activity from Sophos MDR, Darktrace, Microsoft security tools, and email filtering platforms.
- Assist with incident response activities, including isolating devices, coordinating investigations, documenting findings, and implementing remediation steps.
- Administer firewalls, switches, wireless networks, VPN gateways, remote desktop gateways, remote access groups, and related access controls.
- Support user and vendor access to internal systems, including MFA setup, secure remote access, account permissions, and server access requirements.
- Support server, storage, virtualization, and data center projects, including hardware deployments, DNS preparation, cabling, power coordination, and vendor-led implementations.
- Administer and monitor Veeam backup jobs, repositories, restore procedures, and cloud or offsite backup storage integrations.
- Support eDiscovery and litigation support platforms, including Relativity-related networking, whitelisting, RDP/server access, data transfer troubleshooting, and coordination with external support teams.
- Develop, execute, and validate daily operational processes, recurring maintenance tasks, and infrastructure improvements.
- Work with the internal IT team and external service providers to apply system changes, troubleshoot escalated issues, and complete project deliverables.
- Monitor current security threats, apply emergency patches or exclusions where appropriate, and assist with ongoing hardening of the firm's environment.
- Participate in BCP/DRP activities, including backup validation, restore testing, and recovery procedure documentation.
- Maintain accurate documentation for infrastructure, security configurations, access procedures, backup processes, technical standards, and operational runbooks.
- Provide escalation support to deskside analysts and assist with after-hours or on-call support as required.
- Assist with security awareness activities, phishing campaigns, and reporting where required.

### Qualifications and Technical Experience:

- 5+ years of experience supporting enterprise IT infrastructure, including networking, servers, storage, backup, security, and cloud-based services.
- Strong fundamentals in networking, including TCP/IP, switching, routing, wireless networks, VPN, remote access, monitoring, and troubleshooting.
- Working knowledge of firewalls, network security appliances, endpoint protection, email security, identity management, multi-factor authentication, and access control processes.
- Experience supporting Microsoft-based server, identity, collaboration, endpoint management, and cloud environments.
- Experience with security operations activities, including alert review, incident response support, remediation, documentation, and coordination with internal or external support teams.
- Experience supporting backup and recovery platforms, including monitoring, restore testing, repository management, and offsite or cloud backup integrations.
- Working knowledge of virtualization, server hardware, storage platforms, data centre infrastructure, encryption, secure remote access, and resilient connectivity concepts.
- Experience supporting specialized business applications, third-party platforms, secure data transfer processes, or litigation support systems is considered an asset.
- Exceptional troubleshooting, analytical, documentation, and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to work professionally with users, vendors, service providers, and internal IT team members.

### Compensation:

AHBL offers a competitive salary ranging from \$75,000 to \$95,000. 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](mailto:hrinfo@ahbl.ca).