



Kaufman & Canoles is a highly respected corporate law firm with eight offices located throughout Virginia. We are well established in the legal community, with an excellent reputation among the judiciary and other attorneys. Our reputation is built on excellent client service, and we promote a culture of teamwork. In short, we hold ourselves to the highest standards, and we provide a full range of sound legal and business advice in a dynamic partnership with our clients and each other utilizing creativity, determination and foresight. The firm prides itself on maintaining advanced systems and leading technology to assist its lawyers and staff in delivering upon its brand promise of “We can. And we will.” Kaufman & Canoles could be the perfect business law firm for you.

The firm is currently seeking a qualified **Systems Engineer** to be based in our Norfolk headquarters. This position is responsible for maintaining the Information Technology department systems including workstations, servers, backup systems, phone systems, and associated peripherals and applications.

RESPONSIBILITIES:

- Provide end-user support for hardware, peripherals, and software including MS Office suite applications (Word, Excel, Access, PowerPoint), Adobe, third-party software, and web applications.
- Configure, install, and maintain hardware and software for VMWare environment, Windows 10 desktops/laptops, and peripherals.
- Plans and conducts updates, upgrades, and maintenance on Windows Server 2012/2016 servers.
- Manage and maintain network backup systems, software, and phone systems.
- Provide after-hours coverage for end-user support on a scheduled, rotating basis.
- Travel to the six office locations (Chesapeake, Hampton, Newport News, Richmond, Virginia Beach, and Williamsburg) is necessary **at least 15%** of the time for maintenance of hardware/software.

QUALIFICATIONS:

- 5 or more years' experience in information systems and technology.
- Bachelor's Degree in an IT or business related field is preferred.
- Law firm or professional services experience is beneficial.
- MCSA, Network+, CCNA certifications a plus.
- Knowledge of all of the following systems is preferred: MS Office 2016, internet browsers, Adobe, LAN/WAN networking, enterprise WiFi, VMWare, storage technologies, Windows 2012/2016 servers, Windows 10 desktops/laptops, printers, scanners, and copiers.
- Ability to work after hours.
- Must have own transportation for occasional travel for firm business.
- Capable of lifting 40 pounds.

BENEFITS:

We offer a competitive salary and comprehensive benefit package. Benefits include medical, dental, life insurance, 401(k)/profit sharing, paid time off, short term and long term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.