

<https://www.matfar.com/job/40461-applications-specialist/>

Applications Specialist

Description

A mid-size law firm in Los Angeles is seeking an experienced Applications Specialist. As an Applications Specialist, you will play a critical role in supporting legal professionals by managing, maintaining, and troubleshooting the firm's software applications. You will collaborate with various departments, ensuring the efficient and effective use of technology to streamline workflows and enhance productivity. The ideal candidate will possess strong technical skills, exceptional problem-solving abilities, and a deep understanding of the unique technological needs of a law firm.

Qualifications

- Bachelor's degree.
- Proven experience as an Applications Specialist or similar role in a law firm or legal department.
- Strong knowledge of software applications commonly used in law firms, such as document management systems, legal research tools, case management systems, and eDiscovery platforms.
- Proficiency in troubleshooting software and hardware issues, with the ability to diagnose and resolve technical problems promptly.

Job Benefits

Firm offers comprehensive benefits including medical, dental, and vision as well as 401(k) and vacation time.

Contacts

If you are interested in leveraging technology to enhance legal processes, streamline workflows, and support a dynamic law firm, please submit your resume to or contact:

- [Gloria Pacheco](#)
- gloria@matfar.com
- 213-996-3737

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, IT

Job Location

Los Angeles, CA

Working Hours

Fully on site

Base Salary

\$ 100K - \$ 125K (DOE)

Date posted

May 17, 2023