

SYSTEMS ADMINISTRATOR

BUSINESS SUPPORT TEAM

Full-time, Monday to Friday, 8 am - 5 pm

About Us

Berwins is a law firm which works to deliver passion and care in all that we do. We care deeply for the needs of our clients and the quality of the work we do for them; we work with them to achieve what they need, taking ownership of their issues. We offer a full spectrum of legal services, including specialist areas to meet increasing client demand, such as digital law and senior care legal advice.

Berwins is proud to have been listed in the Legal 500 and Chambers Directories for many years and is Lexcel accredited and is an Investor in People. It also holds the Law Society's CQS accreditation for the quality of its conveyancing work.

We are looking for a Systems Administrator to join our team! This is a great opportunity for a self-starter who wants to take on a new role and be an advocate for technology and efficiency in the firm.

Principal Responsibilities

Systems Development

- Maintaining and developing existing systems
- Finding new and innovative ways of improving workflows
- Building training materials for new systems
- Carrying out training of new technologies
- Managing technical development of the Linetime/Liberate case management system

IT Ticket Support

- Reactive support to technical issues
- Working with our IT partner to ensure support tickets are solved in a timely manner
- Responsibilities subject to change with role development

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Skills and Qualities

- Project management
- Technical fluency
- An enquiring, questioning and solutions focused approach to solving problems
- The ability to prioritise and work to deadlines
- The ability to appropriately handle confidential information
- Time management
- Excellent written and verbal communication skills
- High attention to detail
- Highly organised and methodical

Nice To Haves

- Experience with Linetime/Liberate (full training will be provided)
- Previous law firm experience

The Person

The key attributes for this role are:

- Communication - you are able to communicate effectively with a range of stakeholders including but not limited to IT support, Secretaries, Associates and Partners.
- Solutions focused – not only can you identify issues and their causes but you take a proactive approach to suggest and implement solutions.
- Collaborative - working across all levels of the firm, you are empathetic towards other people's problems and able to work collaboratively to find solutions.

Equal Opportunities

Berwins welcomes applications from suitably qualified people regardless of age, race, ethnic or national origin, religion, marital status, disability or sexual orientation. All applications for employment are considered strictly on merit.

How To Apply

If you share our values and feel that you can contribute to our team, please send a CV and cover letter to CarolineDavison@berwins.co.uk.