

NETWORK ADMINISTRATOR

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

The Network Administrator is responsible for design, installation, support, and monitoring of the firm's network infrastructure, including design and installation of LANs, WANs, Internet & Intranet systems, and network segments. This position may be required to work outside of normal working hours and is required to work a 24/7 on-call rotation.

KEY ACCOUNTABILITIES

- Install and support LANs, WANs, network segments, Internet, and intranet systems.
- Install and maintain network hardware and software.
- Analyze and isolate network issues.
- Monitor networks to ensure security and availability to specific users.
- Evaluate and modify system's performance.
- Secure networks by developing network access, monitoring, control, and evaluation.
- Determine network and system requirements.
- Maintain integrity of the network, server deployment, and security.
- Design and deploy networks.
- Perform network address assignment.
- Assign routing protocols and routing table configuration.
- Assign configuration of authentication and authorization of directory services.
- Maintain network systems such as gateway appliances, intrusion detection systems, IPS etc.
- Administer servers, desktops, printers, switches, routers, firewalls, ip phones, smartphones, security updates and patches.

ATTRIBUTES & EXPERIENCE

Education

- 5+ years of IT network experience in a medium size IT environment.
- Post-Secondary degree or diploma in network studies, or equivalent experience to successfully complete the essential requirements of the role.
- Experience in a Data Centre environment preferred.
- Cisco Certification preferred (CCNA, CCNP, and/or CCIE).

Technical Skills

- Proficient knowledge of Cisco routing and switching; Check Point firewalls and security appliances; Wireless Network technologies and deployments.



- Proficient knowledge of networking and data communication fundamentals including Ethernet, TCP/IP, routing protocols.
- Proficient knowledge of network management tools (Cisco, HP, Wireshark, Solarwinds); VPN technologies; WAN technologies including MPLS, Private Line Ethernet, OSPF and BGP.
- Experience and knowledge of ITIL processes, including highly developed change management skills based off of ITIL best practices

Professional Skills

- Excellent communication (verbal and written) and interpersonal skills, with a strong focus on client service.
 - Strong analytical thinking skills, with a high attention to detail.
 - Ability to take ownership and accountability for tasks; demonstrated self-management skills, with the proven ability to coach other team members.
 - Ability to work well independently and collaboratively within a team environment.
 - Exceptional organizational and time management skills, with the ability to resolve challenges and adapt under tight time constraints, work pressures, and a constantly changing environment.
- Demonstrated ability to learn new technical subjects quickly; excellent analytical, troubleshooting and problem solving skills.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (firmadminrecruiting@torys.com).

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted

We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require accommodation at any time during the recruitment process, please contact [Malinda Dunfield](#), Manager, Human Resources.