

FillmoreRiley

Security Systems Administrator

Fillmore Riley LLP is a highly regarded and accomplished full-service law firm located in the heart of downtown Winnipeg. We have an immediate opening for a **Security Systems Administrator**. Under the direction of the Information Systems Manager, the Security Systems Administrator will oversee the firm's security solutions, protect against unauthorized access, modification, or destruction of the network, and troubleshoot any access problems.

Responsibilities

- Installing, administering, and troubleshooting network security solutions.
- Updating software with the latest security patches and ensuring the proper defences are present for each network resource.
- Performing vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans.
- Configuring security systems, analyzing security requirements, and recommending improvements.
- Monitoring network traffic for suspicious behaviour.
- Creating network policies and authorization roles and defending against unauthorized access, modifications and destruction.
- Leading IT responses for RFPs and Client Assessments.
- Configuring and supporting security tools, such as firewalls and anti-virus software, backup systems, Exchange Online and other systems.
- Training team members to understand and use security protocols.
- Providing Help Desk assistance to identify and resolve recurring issues relating to desktop environment, including telephone/desk side support and resolution of IT tickets.
- Working closely with subject matter experts in conducting risk assessments, lead risk management initiatives for the firm.
- Performing other tasks as assigned.

Skills and Experience

- Exercise sound judgement and problem solving
- Excellent people and communication skills
- Ability to work in a fast-paced and high-pressure environment
- Complete complex assignments with minimal supervision
- Ability to multi-task and prioritize competing deadlines
- Consistently produce high-quality work with attention to detail

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Qualifications

- Degree or diploma in computer science, cybersecurity or a related field is preferred
- A minimum of five years of relevant experience
- Or an equivalent combination of education and experience

Fillmore Riley is committed to maintaining an inclusive work environment composed of people with diverse backgrounds, perspectives and identities. We encourage applications from all qualified candidates.

We offer a professional and collaborative work environment, a comprehensive training and orientation program and an exceptional benefits package. Salary will be commensurate with experience and skills.

Please forward your resume stating salary expectations in confidence to:

Fillmore Riley LLP

1700–360 Main Street

Winnipeg MB R3C 3Z3

Attention: Ms. P. Kapilik

pkapilik@fillmoreriley.com

We thank all applicants in advance for their interest; however, only those under consideration will be contacted.