
Staff Opportunities

At Flaster Greenberg PC, Every Client Matters®. The entire Flaster Greenberg team works together to provide superior service to our clients, and our professional staff forms an integral part of that team.

We offer a competitive salary and benefit package which includes, but is not limited to, medical, dental, vision, life and disability insurance, and 401K profit sharing.

We encourage you to contact us if you are interested in contributing to the success of Flaster Greenberg PC. To inquire about opportunities, please send your resume and cover letter to:

Director of Human Resources

Flaster Greenberg PC
1810 Chapel Avenue West
Cherry Hill, NJ 08002
recruiting@flastergreenberg.com

Current Job Openings:

CHIEF INFORMATION OFFICER

Flaster Greenberg is seeking a Chief Information Officer (CIO) to lead the firm's technology efforts and its IT team. This person can work in either our Cherry Hill or Philadelphia office locations with the ability to travel between offices, as needed. This senior management level, hands-on management role is responsible for strategic IT planning, IT security, implementation and support firm-wide. The Chief Information Officer oversees the IT staff which provides the firm with technical assistance in the areas of network operations, end-user support, telecommunications, training and practice support. The key responsibilities of this position include, but are not limited to:

- Working with consultants and vendors to ensure the highest levels of systems performance and data security.
- Act as primary contact for contracts in support of all network systems.
- Ensuring IT related contracts and services are meeting or exceeding SLAs.
- IT related project Management, as assigned
- IT Infrastructure Management, as needed
- Staff building and development
- Work with senior management to develop annual technology budgets.
- Advise senior management on industry developments, research and recommend new software and hardware applications. Troubleshoot network related and desktop related problems either directly or through delegation.

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- Troubleshoot Internet and external e-mail either directly or through delegation.
- Maintain telephones, voice mail and basic programming of the telephone server either directly or through delegation.
- Supervise the maintenance of printers, copiers (e-copy), fax machines.
- Interact with all end users on IT-related issues and demonstrate good interpersonal skills.
- Purchase equipment as required either directly or through delegation.
- Develop and maintain training programs for all levels of personnel.
- Arrange for technical support for satellite offices.

The ideal candidate will have a minimum of 5+ years' technology management and leadership experience, preferably within a law firm or professional services environment. College degree in related field, MIS, preferred. Strong leadership and communication skills (both written and verbal); thorough knowledge of firm software applications and programs; such as, Windows Server, Advanced Server; Windows Active Directory, DNS, DHCP; Microsoft Exchange Server, Citrix, Rainmaker (or similar time & billing software), and iManage. Knowledge of virtual desktop and private cloud computing environments; firewalls, network switches, and network security solutions such as CrowdStrike and Pondurance; and cloud based document management systems.

Recognized as one of the "Best Places to Work" by *South Jersey Biz magazine and NJBiz*, Flaster Greenberg offers the opportunity to build your career by working with top attorneys and professionals in the legal community at a firm that is dynamic and produces high quality work in a congenial office atmosphere. Flaster Greenberg is an equal opportunity employer committed to fostering a culturally diverse and inclusive workplace. We offer a competitive compensation and benefits package.

The health, safety and well-being of our employees is a top priority at Flaster Greenberg, and, in support of this, all employees are required to be fully vaccinated (as defined by the CDC) as well as provide proof of vaccination, as a condition of employment. We strongly believe this is the best path forward as a firm, prioritizing the safety of all employees and their families. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

Interested qualified candidates should forward their resumes to: Attention HR at recruiting@flastergreenberg.com.