

Legal Technology Trainer

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$100000.00 to \$110000.00 yearly
Employment status: Permanent

Description

Job Title: Technology Trainer - Legal Sector

Salary: \$100K - \$110K non-exempt

Location: Must be based within 1 hour commute of Downtown Los Angeles. This position is mostly remote, with weekly onsite presence required in Downtown Los Angeles (1x per week)

Position Overview:

As a Technology Trainer, you will be responsible for delivering comprehensive training sessions to our legal professionals, primarily through remote platforms. Additionally, you will be required to be onsite once a week in Downtown Los Angeles to facilitate in-person training sessions and provide on-the-ground support. The ideal candidate will have a strong background in IT training within the legal sector and proficiency with commonly used legal applications such as iManage, document management systems, legal template software, and Adobe Acrobat Professional.

Key Responsibilities:

- Conduct remote and onsite training sessions for legal professionals on the effective utilization of technology tools and applications.
- Develop training materials and resources tailored to the needs of legal professionals, focusing on document management systems, legal template software, document comparison software, timekeeping software, and Adobe Acrobat Professional.
- Provide hands-on support and guidance to legal professionals to troubleshoot technical issues and optimize their workflow.
- Collaborate with IT teams to ensure seamless integration of technology solutions and provide feedback on user needs and preferences.
- Maintain up-to-date knowledge of emerging technologies and industry trends to enhance training methodologies and materials.

Requirements

Requirements:

- 3+ years of experience in IT Training specifically within the legal sector.
- Proficiency with iManage and other commonly used legal applications including document management systems, legal template and numbering software, document comparison software, timekeeping software, and Adobe Acrobat Professional.
- Excellent communication skills, both verbal and written, with the ability to convey technical information effectively.
- Ability to work well under pressure and adapt to changing priorities in a fast-paced environment.
- Strong interpersonal skills with a customer-focused approach to training and support.

Benefits:

- Competitive salary package
- Comprehensive health benefits
- Flexible remote work options
- Opportunities for professional development and growth
- Collaborative and supportive work environment

Join us in revolutionizing the way legal professionals leverage technology to enhance their practice. Apply now to become a valuable member of our innovative team!

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