

## 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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