

Application Support Specialist

The law firm of Meyer, Unkovic & Scott has an immediate opening for an experienced Application Support Specialist. The position requires a minimum of two years' experience. The ideal candidate should be proficient with Microsoft 365, primarily Outlook, Word and Excel. Preferred applicants should have experience with document management systems, specifically NetDocuments, the ability to learn new applications quickly and teach professionals in the use of such applications. Responsibilities will include training new hires, on-going in-house training, development of training documentation, in addition to first-line help desk support. The successful candidate will be working in a team environment and, as needed, will be required to provide smartphone support, hardware support, technical assistance with all devices, including maintaining loaner device pool, as well as printer maintenance and support.

Meyer, Unkovic & Scott is proud to have been recognized as a "Top Workplace" in the Pittsburgh Post-Gazette Top Workplaces Survey for 2021. The firm offers a competitive salary and benefits package (including life, health and disability insurance and a retirement plan) in a professional environment.

Send resume and salary requirements in confidence to: lm@muslaw.com.