

IT Graduate

Fieldfisher is a European law Firm with market leading practices in many of the world's most dynamic sectors. We have recently launched in Ireland and merged with the one of Ireland's leading law Firms McDowell Purcell.

Our growing European network of offices supports an international client base alongside our Silicon Valley and China colleagues. We also work in a number of other jurisdictions through dedicated country teams.

Among our clients we count social media sites and high street coffee chains as well as pharmaceutical, energy suppliers, banks and technology leaders.

Clients choose to work with us because we deliver commercial, pragmatic and innovative solutions through our exceptional legal expertise and experience, on time and on budget.

Our network has more than 1,500 people working across 25 offices providing highly commercial advice based on an in-depth understanding of our clients' needs.

The Firm is seeking to appoint an **IT Graduate** who will be responsible for managing our Case Management System.

The day-to-day responsibilities will include, but are not limited to:

- Training – Delivering training to all new starters on how to use our Case Management System. Providing refresher training and workshops as required.
- Testing – Testing bug fixes and major and minor upgrades to the core case management system.
- User management – Set up and maintenance of users.
- Precedents – Assisting teams with changing their existing precedents to correctly use the directory and parties and contacts. They would fill the gap for departments that do not have resources available to manage precedents.
- Reporting – Help to develop the reports each department needs using the inbuilt report functionality.
- Fee Earners Billing Rates – To provide back up for the admin team maintaining fee earners rates.
- Invoicing – Having a full understanding of Invoicing and be the go to person with invoice generation queries.
- Security – Managing security set up on sensitive matters.

The successful candidates will have the following skills and experience:

- Third level qualification in IT or equivalent;
- Prior experience in a similar position desired;
- Excellent organizational skills and ability to prioritize workload;
- Must have excellent English & strong attention to detail;
- Good communication and interpersonal skills;
- Ability to work on own initiative and to meet deadlines;
- Have a methodical approach.

Competitive salary and compensation package offered including:

- Medical Benefits through our provider Webdoctor
- 3 days paid leave to cover Christmas closure each year
- 5 days paid Paternity leave
- 5 days paid Wedding leave
- Paid Maternity leave contributions
- Fully paid fitness classes onsite
- Travel Tax Incentive Scheme
- Bike to Work Initiative
- Group Life Assurance Scheme
- Income Protection Insurance
- Flu Vaccination
- Wellness Programme
- Sports and Social Club
- Fruit Onsite
- Employee discounts scheme
- Early finish on Public holiday weekends

Fieldfisher is an equal opportunity employer.

To apply for the role please submit your CV to HR.Ireland@fieldfisher.com or if you have any questions or would like to discuss the role confidentially please contact Karen Dempsey, Human Resource Manager on 01 8280600.