Firm/Company Name Kleinbard LLC

(Send copy of firm logo for posting)

Job Title [Position]:	IT Manager	**Job Category:**	IT
Department/Group:		**Posted By:**	Mary E. Zove, CLM
Location:	Philadelphia	**Travel Required:**	N/A
Level/Salary Range:	Commensurate with experience	**Position Type:**	[i.e.: full-time, part-time, etc.] Full time
HR Contact:	Mary E. Zove, CLM	**Date posted:**	2.6.19
Reports to:	Mary E. Zove, CLM	**Posting Expires:**	[i.e., 30-days] 30 days

Applications Accepted By:

Fax or E-mail: mzove@kleinbard.com **Attention:**	**Mail:**

Job Description

Brief Summary:

This person is the technology contact for all firm employees and the liaison with our hosted provider. In addition to general help desk support, the following responsibilities have been identified:

Liaison with hosted vendor:
•Review and follow up of open tickets
•Maintain licenses and support contracts
•Security management

Duties:

Skills/qualifications:

[NOTE: Attach separate sheet(s) as necessary with the complete job description]