



A LAW CORPORATION

**OAHU OFFICE:**

1001 Bishop Street  
Suite 1800  
Honolulu, HI 96813

**BIG ISLAND OFFICE:**

26-238 Hawai'i Belt Road  
Hilo, HI 96720

Phone: (808) 524-1800

Fax: (808) 524-4591

[www.ahfi.com](http://www.ahfi.com)

**OPEN POSITION: Information Systems Assistant**

When Alston Hunt Floyd & Ing (AHFI) was founded in 1991, the goal was to build a strong firm that would do first-rate work for its clients and the community. The firm has grown from nine attorneys to over 50, but the core principle remains the same: Make the law and Hawai'i better for all, with high-quality, fast, cost-effective service. We represent clients in bet the company and grow the company matters. With the largest litigation practice in the State, we are consistently recognized as one of the Best Law Firms in Hawai'i by U.S. News & World Report.

**JOB SUMMARY:**

In this full-time position the IS Assistant will provide software and network support, training and troubleshooting in a networked computer environment. The position is based in our Honolulu offices.

**ESSENTIAL DUTIES**

- End-user help desk support for installed desktop applications and computer hardware
- Desktop maintenance including end-point security
- Server maintenance– Windows, Linux (SUSE), Netware (OES)
- Networking administration including firewalls and switches, Wi-Fi infrastructure
- Maintain VMWare environment
- Network Storage administration
- Back-up /Disaster Recovery admin.
- Deploy new workstations for end users.
- Accurately and successfully operate applications used by the Firm and other administrative tasks
- Train end users in the efficient use of computer resources
- Administer network tasks including creating new user accounts, tracking inventory and conducting security audits
- Other: Assume responsibility for maintaining his/her expertise and familiarity with new technology (software and hardware) relevant to applications/devices of current and/or future use
- Able to work extended hours on occasions when required
- Regular attendance is required for position
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree preferred.
- 4-5 years relevant experience in this type of environment.
- The position requires excellent interpersonal, verbal and written communication skills to communicate effectively with Directors, staff and other various parties including visiting clients/guests of the Firm.
- Ability to read, analyze, and interpret common scientific and technical journals, technical reports and manuals, and legal documents.
- Working knowledge of computer software and hardware, in particular IBM-compatible software and computers.
- The position requires working under minimal supervision, be self-driven, results oriented with a positive outlook, and a clear focus on high quality work and business practices.
- Ability to read and perform basic mathematical calculations.
- Knowledge of computer, computer software, scanner, printer, telephone, copier, and facsimile machine.

## **PREFERRED QUALIFICATIONS**

- Familiarity with Active Directory or other directory services
- Familiarity with Microsoft Server
- Familiarity with Windows 10 in a networked environment
- Familiarity with VMWare
- Microsoft Office Specialist skill-level

AHFI is Proud to be an Equal Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

AHFI offers a competitive salary and benefit package.

Interested Applicants should submit a cover letter, resume, and completed application (available at [www.ahfi.com](http://www.ahfi.com)) to Human Resources or [hr@ahfi.com](mailto:hr@ahfi.com).

March 7, 2017