

IT TRAINING SPECIALIST

The law firm of **Manatt, Phelps & Phillips, LLP** is looking for an Independent Contract Trainer to occasionally lead training sessions in the New York office.

The position involves both classroom and one-on-one sessions, working from in-house scripts.

Candidates should have excellent written and oral communication skills, several years experience in a law firm environment and strong knowledge of Office 2003 (Outlook, Word, Excel, PowerPoint).

Experience with Interwoven, Legal MacPac, TimeKM, CompareDocs, AccuRoute and/or Best Authority a definite plus.

Please contact John A.C.Kennedy at jkennedy@manatt.com