

## **TRAINING SPECIALIST**

The law firm of **Norris McLaughlin & Marcus, P.A. in Bridgewater, NJ** has an immediate need for a full-time or part-time training specialist to join the Practice Support Services department. Participate in a full range of training activities, including needs analysis, development of training outlines and curricula, and delivery of training. Work closely with the Practice Support Help Desk and IT teams, providing end-user desktop support when necessary. Candidates must have excellent written and oral communication skills and experience in teaching in both a classroom environment and in one-on-one training sessions in a law firm environment. Required experience includes: strong knowledge of Office 2003 and 2007 based systems (Word, Excel, PowerPoint), Lotus Notes email. Knowledge of Interwoven, Deltaview, Adobe Acrobat and/or PDF Scansoft, Best Authority TOA program, Summation, Trial Director and time entry systems. Familiarity with document management systems is highly desirable. **Contact Maureen Knapp at [MKnapp@nmmlaw.com](mailto:MKnapp@nmmlaw.com) or call 908-722-0700.**