

ESTATE ADMINISTRATION PARALEGAL - Hackensack, New Jersey Office

Estate Administration Paralegal to join our New Jersey Office. Responsible for handling all phases of estate and trust administration, including preparation of state and federal estate tax returns and fiduciary accountings. Superior communication and mathematical skills are a must. Knowledge of related software a plus. Candidates must be highly organized and possess the ability to prioritize, be a team player, and have excellent written and verbal skills. Strong working knowledge of Microsoft Word a plus. College degree and/or paralegal certificate required and 2 to 3 years of experience preferred.

ESTATE PLANNING PARALEGAL - Hackensack, New Jersey Office

Estate Planning Paralegal to join our New Jersey Office. Responsible for handling all phases of estate planning, including preparation and drafting of documents, preparing deeds and beneficiary designation forms. Superior communication and mathematical skills are a must. Knowledge of related software a plus.

Candidates must be highly organized and possess the ability to prioritize, be a team player, and have excellent written and verbal skills. Strong working knowledge of Microsoft Word and document assembly programs a plus. College degree and/or paralegal certificate and 2 to 3 years of experience preferred. Would consider JD/paralegal candidate for possible advancement to associate position.

SYSTEMS ADMINISTRATOR - Hackensack, New Jersey Office

Systems Administrator to join our New Jersey Office. Duties include daily system monitoring of server, network and system logs for discrepancies and make / recommend procedures for repair. Document processes, procedures, setups and configurations in relation to supported information systems. Perform installations and maintenance on all Operating Systems (Windows Server, VSphere) and server hardware; ensure the capacity, reliability and availability of networks meet the business requirements. Ensure all information systems are compliant with security policies. Maintain a healthy Windows active directory environment. Perform and maintain operating system patch management on all workstations and servers; ensure they remain secure and protected from virus activity. Build, configure and support VMware Infrastructure Environment. Provide support for Microsoft Exchange System and related systems. Must have excellent verbal and written communication skills. Strong knowledge of Windows 2003/2008 Administration with Active Directory (Provisioning, Group Policies, OU, scripting, etc.), MS Exchange 2007 and Systems Management tools (WSUS, SCCM, SNMP etc.) required. Minimum 5 years of IT experience focused on server room operations and management. Experience with NetApp SAN, VMWare ESX, Citrix XenApp, and Cisco Hardware/IOS a definite plus.

We offer a competitive starting salary and a comprehensive fringe benefits program. Please e-mail resume which must include salary requirements for consideration to:



CAREER OPPORTUNITIES (Continued)

Gayle P. Englert
Director of Human Resources
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Please visit us at our website. www.coleschotz.com
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Cole Schotz is an Equal Opportunity Employer