

Jira Administrator

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Company: US Tech Solutions

Location: Mountain View

Category: other-general

Duration: 12 Months Contract

Tasks and Responsibilities

- Support multiple sites with Jira and Jira Service Management including creating complex Jira workflows, project setup and workflows, layout, field configurations, screen schemes, permission schemes, notification schemes, custom fields, automation, agile boards, and dashboard configuration
- Gather requirements for business processes and determine ways to optimize and improve Jira/Confluence setup and workflows and identify where functionality needs to improve to meet user requests; propose Jira add-ons and plugins to enhance productivity, then follow through according to our processes to install, test, and roll out
- Configure plans with Advanced Roadmaps and propose, implement and rollout solutions involving changes to team projects to satisfy requirements
- Create Jira based reports, dashboards and planning views based on different user requirements and provide stakeholders with actionable project metrics and status reports
- Configure Confluence pages with Jira dashboards and reports and implement and enforce JIRA hygiene practices; use Confluence to document detailed processes related to the use of Jira for different project lifecycle phases such as Requirements Intake, Roadmap Planning, Execution, Delivery, and Support
- Collaborate with teams across the organization to align and streamline project configurations to expedite the rollout of standard ways of working; conduct workshops and training on Jira and Confluence such as tools usage, new functionality or features, best practices, etc.

Experience

- 5+ years of experience administering Jira projects with advanced expertise in tool administration of Jira/Confluence. Proficiency in Atlassian tool suite is a plus (Jira Align knowledge is an asset)
- Strong knowledge of Jira plug-ins and add-ons like EazyBI & ScriptRunner
- Strong knowledge of JQL to construct

custom dashboards, advanced filters, and reports• Process oriented mindset with strong experience enabling enterprise-level processes using Jira and Confluence and ability to effectively communicate and present new solutions, ideas and process (must be comfortable presenting to large teams)• Excellent technical troubleshooting skills and process implementation skills• Working knowledge of Agile (Scrum, Kanban, Scrumban) methodologies is a MUST• Ability to work with diverse teams across different time zones• 5+ years of experience administering Jira projects with advanced expertise in tool administration of Jira/Confluence. Proficiency in Atlassian tool suite is a plus (Jira Align knowledge is an asset)• Strong knowledge of Jira plug-ins and add-ons like EazyBI & ScriptRunner• Strong knowledge of JQL to construct custom dashboards, advanced filters, and reports• Process oriented mindset with strong experience enabling enterprise-level processes using Jira and Confluence and ability to effectively communicate and present new solutions, ideas and process (must be comfortable presenting to large teams)• Excellent technical troubleshooting skills and process implementation skills• Working knowledge of Agile (Scrum, Kanban, Scrumban) methodologies is a MUST• Ability to work with diverse teams across different time zonesEducation:· Bachelor's degree or a related disciplineAbout US Tech Solutions:US Tech Solutions is a global staff augmentation firm providing a wide range of talent on-demand and total workforce solutions. To know more about US Tech Solutions, please visit www.ustechsolutions.com.US Tech Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.Recruiter Details:Name: PraveenEmail: praveenc@ustechsolutionsinc.comInternal Id: 24-09150

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