



Providing sensible, innovative, and scalable agile solutions.

## Jira Administrator

ezTagile | North Carolina, United States | Remote | **Position Open Until Filled**

### Position Type

#### Seniority Level

Mid Level

#### Industry

Professional Training & Coaching

#### Employment Type

Contract

#### Job Functions

Engineering, Administrator, IT

#### Pay Range

Open

#### Duration

6 – 12 month contract

#### Location

Nationwide (NC preferred)

### Role Overview

ezTagile is a full-service Agile Solutions firm with headquarters located in Research Triangle Park, North Carolina. We provide tool enablement, training, consulting, and implementation of Atlassian products, as well as marketplace application, plugins and integration with other DevSecOps applications.

We are looking for a Jira Admin to help diagnose and creatively solve problems for our clients. This is a **CONTRACT** opportunity to work alongside top, certified Agile experts to deliver transformative results for companies across the country. This is a Contract position with a future growth opportunity to renew. To learn more about ezTagile, please visit our website at [www.eztagile.com](http://www.eztagile.com).

### How to Apply

To apply, fill out an application here [HERE](#), through our LinkedIn page or

If you would prefer to apply directly through ezTagile, please submit your resume and a short cover letter to [talent@eztagile.com](mailto:talent@eztagile.com).

### Bonus Qualifications (NOT REQUIRED)

- Knowledge of Jira Service Management setup and administration
- Experience with Jira Align and/or Advanced RoadMaps
- Atlassian Certified in Agile Development with Jira Software
- Atlassian Certified Professional Jira Administrator
- Atlassian Certified System Administrator
- Atlassian Certified Professional Confluence Administrator

## Key Competencies

- Mid-level experience in administration of Atlassian application stack – JIRA, Jira Service Management, Confluence
- Must be able to perform 100% administration and daily management of JIRA and Confluence
- Advanced knowledge and application of JIRA searches, JQL, reporting capabilities, dashboards, and add-ons that expand their functionality.
- Must have first-hand knowledge and experience in installation and configuration, application upgrades, and server migrations
- Ability to provide guidance, training, and advice on best practices and Agile methods to better plan and execute work within the team

Experience working with Atlassian support, add-on vendor support; attention to detail to follow through to the resolution.

## Requirements

- 2+ Years Experience as Jira Administrator
- 2 + Years of Experience in installing and configuring Atlassian tools in Cloud and Data center
- 2+ Years of Experience creating custom workflows, fields, Conditions, validators, Post-transitions and other project components in Jira
- Experience modifying and building custom Permission Schemes, Notification Schemes, Screen Schemes, Custom Fields, and Field Configurations
- Experience with installing and managing plugins for Jira and Confluence
- Experience configuring and on-boarding teams onto Jira Service Management
- Experience collaborating with clients on configuring and implementing solutions for the Atlassian application stack – JIRA, Jira Service Management, Advanced Roadmaps Confluence, Atlassian Access
- Ability to implement solutions that will not impact performance, scalability, and day-to-day manageability
- Strong comprehension of Agile Frameworks and practices [Scrum and Kanban] and how to effectively manage ceremonies through JIRA and Confluence capabilities
- Must have strong work ethic with good time management skills
- Excellent communication skills Bachelor's degree in Engineering, Computer Science, or equivalent