Lean Apps

Jira Admin

We are looking for a strong Atlassian/Jira administrator to support our cloud application suite. This position is responsible for supporting, maintaining, and extending our Atlassian suite. Within this role, you will directly affect process implementation, integrate Atlassian products with other internal applications, and drive efficiencies for our organization.

We require someone with minimum 3 years of experience as Jira Admin, who can deliver these responsibilities:

- Configuration, maintenance, and administration of Atlassian products (Jira, Confluence, Bitbucket, Jira Service Desk)
- Evaluate and manage the usage of Atlassian add-ons to meet team and business needs
- Work with development and design teams to identify procedural efficiencies, such as with Jira Workflows, custom fields, etc.
- Devise, test, and deploy integration's between Atlassian products and other internal toolchains
- Conduct training for employees and new hires on JIRA and also briefing the team/s on new functionalities.
- Research and implement new approaches on Jira and Confluence usage
- Prompt issue resolution with JIRA Projects and Confluence in coordination with other admins, partner teams and Atlassian premier support
- Design and implement (script) custom workflows, fields, permission schemes, post functions, etc
- Analyze and apply third party add-ons to extend JIRA functionality as needed for business
- Provide User Management and support for users, manage system access across groups to ensure compliance, and maintain best practices. Create and manage security schemes, custom fields, workflow and board-related configurations.
- Customization of workflows , fields , screens , permissions , notifications and issue type schemes

- Manage user permissions to tools according to the needs of projects and teams, bulk upload of issues, uploading Test cases using plugins.
- Maintaining the complete Jira instance in an efficient way so that it can be able to integrate with other tools in Atlassian
- Interact with existing vendors for support and troubleshooting

Must have excellent hands-on: JIRA, Confluence.

Desired Candidate Qualifications

- 3 years' experience administrating Atlassian products (Jira, Confluence, Bitbucket, Jira Service Desk)
- Strong knowledge and familiarity with JQL
- Very strong verbal and written communication skills
- Working knowledge of both Scrum and Kanban methodologies
- Experience extending Atlassian products via code development is preferable
- Experience directly integrating Atlassian products with other systems is preferable
- Knowledge of script runner is a plus

If you decide to apply for this job, think about what you can bring to the company in order to be aligned with company values.

How do you apply?
At Lean Apps, we're looking for innovative and creative thinkers seeking to join a team of like-minded achievers who want to revolutionize the world of digital products. If you think you might be the right fit for our team and our company values, please apply by using the below process. Tell us why you're perfect for this job by sending a cover letter and CV to careers@theleanapps.com.

Or, if you want to stand out and show us who you really are, create a video cover letter. A flash mob, a comedic monologue… whatever showcases your passion for the work you'd be doing and add it to the email. Videos are not required, but if you create it, we'll watch it. If your email impresses us, we will get in touch with you to continue the interview process. If it doesn't, you'll just receive a "thank you" email from us but give us a few weeks.

Good luck :-)