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# Example of Office Architect Job Description

Our growing company is looking for an office architect. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for office architect

* Assist in development of roadmaps and participate in the standards process for security solutions
* Define design guidelines and best practices for managing Master Data and improve data quality according to the context for WM needs
* Provide technical leadership and guidance to the teams involved on WM initiatives
* Advocates architecture principles and provides expertise, feedback and development to mentor others
* Engineers are subject matter experts, and are tasked with senior technology stewardship of the environment
* The ability to analyze complex business and discerns the implications for systems support
* Apply and share knowledge
* Provides strategic consultancy support to clients, Senior Application Technical Specialists and other technical architects in all aspects of enabling technologies to meet business needs
* Collaborates with hardware, network and database architects to research new technologies and make recommendations to management on these new technologies at Abbott
* Provides leadership as required in technical team projects

## Qualifications for office architect

* Defining and owning the criteria that a proposal is reviewed against
* Deep knowledge in at least a particular asset class or function
* 5+ years of experience in designing end to end data infrastructure solutions
* Data Analytics, QlikView, Tableau, Dynamic Reporting
* Expert knowledge of Microsoft Exchange 2003 - 2013 is required
* Masters Degree with 12 years of IT Experience or Bachelors Degree with 15 years of IT Experience