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# Example of Office Architect Job Description

Our growing company is hiring 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

* Coordinate the maintenance of the enterprise data classes and the Enterprise Wide Conceptual data models
* Create and support consulting practice development strategy and readiness to enable partners
* Package IP from product engineering to support program goals
* Develop workshops that allow partners to evaluate end customer's deployment strategy and assess security & compliance delivery readiness
* Assist partners in implementing and enforcing a suitable and relevant repeatable offering IP for SharePoint
* Manage multiple aspects of client, team and project coordination, including full documentation coordination with consultants (structural, MEP, lighting, AV, acoustical, accessibility, building envelope, life safety)
* Demonstrate and act as an Office 365 subject matter expert (SME)
* Light pre-sale support work with sales team to create solutions
* Candidate must be able to work closely with the customer, other teams who focus on Windows, Network and Project Management
* Manages customer expectations and ensures prompt and complete customer service

## Qualifications for office architect

* Ability to work closely with the account team to understand customer strategy & requirements and help define the account plan, solution portfolio and architecture strategy
* Bridge the gap between the business strategy and technology enablers and drive value based solutions and architecture strategy
* Must have Customer facing experience with a consultative mindset
* Incorporate ‘design thinking’ approaches where appropriate
* Knowledge of Enterprise Architecture concepts
* Enterprise Mindset to help craft the end state architecture and roadmap to getting there