



Example of Collaboration Manager Job Description

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Our growing company is looking to fill the role of collaboration manager. 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 collaboration manager

- Collaboratively develop a product strategy that drives meaningful innovation, usage and value growth while continuing to reinforce our position as the leading collaboration/communication and financial information services provider
- Work closely with senior management, sales, engineering, account management and other key internal constituents, to ensure their feedback and guidance is an integral part of the product strategy and execution
- In partnership with engineering, execute against a product roadmap that produces scalable, secure and profitable output
- Institute state-of-the-art product management processes and systems which ensure rapid and successful product launches
- Build on the product's mobile capabilities in order to maintain the product's relevance and popularity as tastes and behaviors change
- Maintain awareness to the rapidly changing competitive landscape and adapt accordingly
- 10+ years progressive experience in technology product management roles for industry leading companies, ideally in the collaboration and messaging space
- Experience in defining workflows and user experience that simplify and clarify complex functions
- Strong presentation skills and the ability to command a presence at senior levels --both internally and externally

Qualifications for collaboration manager

- Minimum of five years' experience with Microsoft Products and solid knowledge about SDLC/structured full life cycle development projects
- Participation in meetings/workshops with partners on recurring or major-impacting issues, status meetings on purchases, consulting services
- Exchange, Office365, Sharepoint, Yammer, Onedrive or similar collaboration tools made for the enterprise
- 5+ years of experience, and exposure to managing external vendors
- Sharepoint tenant configuration on-premises infrastructures
- Ability to lead direct reports and virtual teams