



Example of Collaboration Manager Job Description

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Our growing company is hiring for a collaboration manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for collaboration manager

- Oversees and plans detailed requirements for new and changed infrastructure services and solutions
 - Oversees and plans detailed requirements for ongoing Microsoft 365 implementation
 - Creates and maintains pertinent performance measures for group with business and IT stakeholders
 - Establishes and maintains regular written and in-person communications with EIS leadership, department heads, and end users regarding pertinent activities
 - Collaborates with other EIS teams to ensure services entering the production operating environment are transitioned smoothly with proper operational support documentation and training
 - Gathers relevant requirements and maintains technical, business and security requirements documentation
 - Identifies, assesses and communicates operational risks
 - Reports budget period financial tracking and issues quotes for service when required
 - Assists in managing department operational planning and projects, and organizes and negotiates the allocation of resources
 - Collaborates with other EIS leaders to perform effective staff, infrastructure and capability planning
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- Must have a minimum of 5+ years relevant experience in corporate operations, change management and/or deploying new technologies to staff
- Strong experience with content and social tools such as OneDrive, Sharepoint, Socialcast
- Experience rolling out a new social collaboration platform with a large and distributed enterprise
- Minimum of 12+ years' experience leading and participating on project teams with relevant technology change initiatives
- Hands-on working experience with Exchange , Active Directory, Outlook, Office 365
- Highled experienced in leading operations team for L2, L3 support