



Jira and Confluence Administrator

Montreal - Full-time - 744000158567577

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As a Jira and Confluence Administrator at Ubisoft Montréal, you'll report to the team supervisor and help manage Ubisoft's Atlassian applications. You'll keep these tools reliable and secure for production and service teams, support users across Ubisoft, and contribute to the migration from Atlassian Data Center to Atlassian Cloud.

What you'll do

- Administer Jira Software, Jira Service Management and Confluence, including projects, spaces, workflows, screens, issue types and permissions
- Monitor platform health, performance and availability and identify ways to improve them
- Gather requirements from production and service teams and improve workflows and request processes
- Configure Jira Automation and maintain integrations and Atlassian Marketplace applications
- Carry out migration activities from Atlassian Data Center to Atlassian Cloud, including testing, validation and support after migration
- Coordinate with teams during migration to limit disruption to their work
- Manage user access, groups and security settings in line with internal requirements
- Provide technical support and training to teams across Ubisoft
- Create and maintain technical documentation, knowledge articles and user guides
- Identify ways to automate manual tasks and improve how teams use Atlassian tools

What you bring to the team

- Bring experience administering Jira Software, Jira Service Management and Confluence in an organisation with many users
- Configure workflows, automation, permission schemes and other Jira settings, with Atlassian Cloud experience considered an asset
- Administer Atlassian Marketplace applications, such as ScriptRunner, Xray and Assets
- Resolve application issues through careful assessment and troubleshooting
- Communicate in French and English to support Montréal-based teams and Ubisoft colleagues worldwide
- Work with production and service teams to understand their needs and help them use the tools
- Organise competing requests, work with care and handle access and security responsibly
- Bring an Atlassian Certified Professional certification as an asset

This role is based in our Montréal office and requires five days per week on site.

Please submit your **CV in English** for review by our UK-based recruitment team.