



# Jira Administrator (Rainbow Six)

**Montreal - Full-time - 744000158582359**

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As a Jira Administrator at Ubisoft Montréal, you will manage and improve the Jira environment used to produce Rainbow Six Siege. You'll work with production, development, quality assurance, and tools teams to keep workflows stable and consistent. You'll also contribute to the migration from Jira Server to Jira Cloud.

**What you'll do:**

- Administer Jira projects, including workflows, permissions, screens, custom fields, and related settings.
- Gather change requests from teams and recommend solutions that follow governance standards.
- Build, maintain, and improve Jira automations that support production processes.
- Administer extensions and integrations needed for daily operations.
- Review Jira usage regularly and maintain consistency across data, project structures, and practices.
- Document processes, settings, and good practices, and help teams adopt new standards.
- Resolve complex issues involving workflows, permissions, automations, or integrations.
- Prepare for the Jira Cloud migration by reviewing existing settings, risks, dependencies, and ways to simplify the environment.
- Contribute to Jira Cloud standards and governance, as well as migration, validation, and stabilization activities that keep production running.

**What you bring to the team:**

- Practical experience with Jira administration in a production setting.
- Proficiency in Jira workflows, permissions, schemes, custom fields, screens, and automation.
- Experience reviewing and improving operational processes supported by Jira.
- Ability to diagnose and resolve complex issues across teams or systems.
- Strong communication skills and experience helping Jira users.
- An asset: experience migrating Jira Server or Jira Data Center to Jira Cloud.
- An asset: knowledge of the Atlassian ecosystem and experience with ScriptRunner, JSU, Structure, Xray, Rich Filters, or similar extensions.
- An asset: experience with Jira integrations, application programming interfaces, Power BI, ShotGrid, or similar tools, or experience in video game production.