

## JIRA Administrator

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*Paradox Security Systems is an electronics designer and manufacturer in the alarm security industry that for 29 years produced innovative and industry-leading products. We are looking to grow our development team in Canada to work on our next-generation of products.*

### **Experience you have:**

- Experience with administrating Jira, Confluence.
- Deep understanding of JIRA and Confluence workflows, permission schemes, notification schemes, screens schemes, etc.
- Experience integrating JIRA and Confluence with other applications (e.g. Git Hub Enterprise, Slack, Jenkins).
- Proven ability to maintain strict organization across all JIRA projects.
- Strong analytical and organizational skills, including the confirmed ability to adapt to a dynamic project environment and handle multiple projects simultaneously.
- Working and communicating with cross functional teams, both technical and non-technical.
- Continuously driven to improve and implement Scrum methodology.
- Minimum Bachelor's degree in a scientific discipline.

### **What you will do:**

- Daily and periodical review of our JIRA projects and Confluence pages.
- Configure and maintain our JIRA and Confluence systems.
- Create JIRA workflows including project workflows, field configurations, screen schemes, permission schemes and notification schemes in JIRA.
- Create custom dashboards, reports and queries to the JIRA database.
- Research, recommend, and guide standardized methodologies for bug tracking, issue tracking, and project management within JIRA and Confluence.
- Test new versions of the tools and add-ons to ensure compatibility.
- Work closely with other teams to define best practices for using tools across the organization.

### **What you can expect:**

- Competitive salary, bonus, benefits (group insurance and RRSP contribution program).
- Modern, comfortable and clean work environment.
- Flexible schedules.
- Free parking, greater Montreal area, reverse of traffic and accessible by public network.
- Great opportunities for career growth.
- See the products come to life in our manufacturing facilities.

### **Contact us:**

Please send your resume to email address: [humanresource2@paradox.com](mailto:humanresource2@paradox.com)

