

Employment Opportunity:

OFFICE 365 IMPLEMENTATION SPECIALIST



To apply for this position, email résumé and cover letter (Microsoft Word or .PDF format) hr@prophet.ca

[Prophet Business Group Ltd.](#) is a Winnipeg-based technology company with 20+ years of experience in accounting software, CRM software and IT solutions. Our consultants are dedicated to helping customers get it right when it comes to critical technology. We play as hard as we work, we embrace every opportunity to learn and we share our success with the team. If that sounds like a place you want to work, we'd love to hear from you.

The Role

As an Office 365 Implementation Specialist for Prophet Business Group you'll be responsible for efficiently managing Office 365 Implementations for our diverse clients. To succeed in this role, you will need practical experience with Office 365 Administrative functions, as well as expert knowledge in the Office 365 suite of applications, Office 365 roadmap, SharePoint Online, Outlook, Teams, and PowerApps, etc. The focus of the role will be to manage and deploy Office 365 migrations and implementations, while building strong relationships with clients. You'll be a key member of our consulting team and your day-to-day will include:

- Develop Microsoft 365 environment.
- Facilitate innovation and introduction of new technologies through proof of concepts and evaluation framework.
- Provide pre- & post implementation support for clients.
- Work with clients to understand their needs and business challenges.
- Help clients to simplify and optimize business process using out of the box thinking.
- Document business and requirements.
- Prepare and maintain training materials
- Assist with testing of new software release to ensure successful implementation

Requirements

Success in this role requires education, experience and strong client-facing skills. The specifics include:

- 2+ years Office 365 Implementation experience.
- Strong IP networking skills in a small/medium business environment.
- Demonstrated ability to support and implement Office 365.
- Ability to convey technical issues and material to non-technical people
- Analytical mind with the ability to learn new technologies and third party products.
- Hands-on experience with Microsoft platforms.
- Strong documentation and communication skills.
- Passion for customer interaction and satisfaction.
- Criminal Record Check (valid within 6 months)