Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Office 365 Solutions Architect	**Job Category:**	Information Systems
Department/Group:	System Innovation	**Posted By:**	Gina Emery-Duplechan
Location:	Philadelphia, PA	**Travel Required:**	Up to 20%
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	3/7/2019
Reports to:	Director of Legal Technology	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr LLP, a national law firm with 15 offices across the United States has a new and exciting opportunity available in the Philadelphia office. The O365 Solutions Architect will join the System Innovation department to drive the implementation of a cloud and mobile enabled, integrated environment. If you have strong technical leadership and mentoring skills and your goal is to join a dynamic team that delivers innovative technology solutions, look no further. The ideal candidate will empower the Ballard teams and improve the overall efficiency and agility of the organization. Innovation is a core component of Ballard's Client Value initiative.

Duties:

This position requires a high level of comfort developing strong working relationships and delivering presentations, interacting with and responding to customer queries/concerns in a non-technical business oriented matter; the ability to map user requirements to standard SharePoint features and a consulting aptitude including the ability to facilitate negotiations with clients in the decision-making process.

Skills/qualifications:

An extremely positive customer-oriented attitude is required along with outstanding interpersonal skills, superior organizational skills, excellent communication skills, strong analytical and problem solving skills and the ability to produce high quality deliverables while managing multiple deadlines and priorities

[NOTE: Attach separate sheet(s) as necessary with the complete job description]