

# Microsoft 365 Consultant

**Lux-Advisory** is a company specialized in project management and business analysis. Our consultants take part in European or International projects. To support the increase of our activity, we are currently looking for a **Microsoft 365 Consultant**.

## Mission

The client has deployed Microsoft 365 (Exchange, Teams, SharePoint Online and Office applications) and is currently working on the deployment of Power Automate (governance definition in progress). Power Apps and Power BI are still to be planned. The objective of this assignment is to help the client to improve the use and integration of Microsoft 365 and support the IT department's changes regarding Microsoft 365.

In support of the Corporate IT team, the consultant will provide the following services:

- Successfully engage with end-users to understand, analyse, and document business needs around Microsoft 365 products (Teams, SharePoint, Office, the Power platform, and others)
- Actively seek potential solutions or optimisations with Microsoft 365 or other strategic systems such as ServiceNow, Oracle Cloud HCM or custom applications
- Identify where the change management on Microsoft 365 products and staff engagement is required and prepare and lead change management efforts, training etc
- Develop user stories to improve staff or team collaboration and productivity
- Lead the user exchange on useful improvements coming with the new 365 releases
- Maintain roadmap and prioritise development opportunities
- Test and prepare solution delivery

## Tasks

The Consultant must have the following profile:

- Test and prepare solution delivery
- Analyse and test the new 365 releases
- Advise on and demonstrate solutions
- Discuss requests and complaints with end users. Find and testing solutions and workarounds
- Follow up on problems and requests for technical support (administrators)
- Advise on how to get the most out of 365's tools and features
- Evaluate requests for development and advise on the optimal platform for the solution
- Perform a monthly review on the new features
- Undertake user stories and demonstrations
- Prepare presentations, SharePoint pages, guides, and articles for end user adoption
- Present solutions to business requests utilizing M365
- Prepare roadmap of requests, prioritized developments, and solutions to roll out

## Skills

The Consultant must have the following profile:

### Technical skills :

- University Degree in Information Systems, Information Technology, Computer Science or equivalent
- A minimum of 3 years of relevant experience with Microsoft 365 tools
- Strong knowledge of Microsoft 365 tools
- Relevant experience with Power Automate and Power Apps
- Relevant experience with Power BI and Tableau would be an asset
- Affinity with modern cloud solutions and architecture would be an asset
- Relevant experience in a bank or public institution would be an asset
- Fluency in English, both oral and written

### Soft-skills :

- Strong analytical skills
- Solution- and customer-oriented
- Critical and innovative thinking
- Communication and interpersonal skills
- Proactive attitude