

Clarizen Administrator - FED GOVT

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Company: HiTech Group

Location: Australia

Category: business-and-financial-operations

Leading Federal Government Department

12month contract + 12 months extension option

Rewarding daily rate paired with flexible working arrangements – Anywhere is Australia!!

A supportive and prominent **Federal Government Department** is looking to engage an experienced **System Administrator / Clarizen Support Specialist** to provide hands on adaptivework/Clarizen services within the department. The successful **System Administrator / Clarizen Support Specialist** will secure a **12 month contract** with the option to **extend for a further 12 months aligned with a rewarding daily rate.**

The successful **System Administrator / Clarizen Support Specialist** will be responsible for, but not limited to:

Provide hands on AdaptiveWork/Clarizen services and administrative support to the department

Be the first point of contact for AdaptiveWork/Clarizen and support the resolution of users' issues.

Manage AdaptiveWork/Clarizen access & licenses: add and remove users, create users' profile and groups

Assist project managers and directors with utilising AdaptiveWork/Clarizen for their schedule, risks and issues, reports, resource allocation.

The successful **System Administrator / Clarizen Support Specialist** will have experience in the following:

Demonstrate expertise in navigating and utilising AdaptiveWork/Clarizen, showcasing a deep understanding of its features and functionalities.

Proven ability to administer and configure AdaptiveWork/Clarizen settings, workflows, and user permissions to optimise the platform

Strong problem solving and troubleshooting skills to address issues, optimise processes, and ensure the smooth functioning of AdaptiveWork/Clarizen for all users.

This is a great opportunity to work within a **sustainable Federal Government Department** and work on an interesting program of work! The successful **System Administrator / Clarizen Support Specialist** be offered a **12 month contract with 12 months of extension options, and a rewarding hourly rate!** If you have the required skills and experience, **APPLY NOW!** Please forward your application to jobs@hitechaust.com quoting reference number **NL0922**. For more exciting job opportunities go to www.hitechaust.com

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