

NOW HIRING

M365 Training Specialist

TEAM: Operations Enablement

WORKS WITH: Director of Operations, Enablement, M365 Team Lead, and M365 Team

Who is Centriq?

We're an IT training company that specializes in IT career building and technical corporate training. We're dedicated to fostering a tech-friendly, forward thinking IT community in the Midwest and beyond. Our interests include:

- Finding technical solutions for companies
- Helping students discover a passion for IT + create a new life for themselves
- Creating a supportive, welcoming environment for all team members

What It's Like to Work at Centriq:

At Centriq, we believe in putting family first — and that includes our employees. We're passionate about supporting each other, our customers, and our students. At Centriq, we always put our best (inter)face forward. We work hard, work smart, and have fun! If you're a driven, positive person who can't wait to jump into the dynamic world of tech, we encourage you to apply!

"At Centriq, I feel valued and important. I'm always encouraged to go for my ideas, even if they're a little out there. Joining the team was the best decision I've ever made."

— Centriq Team member

The Big Picture (Job Role, expectations, etc):

As a M365 Training Specialist you will evangelize usage and adoption of Microsoft 365 apps through a variety of training and community outreach initiatives. Your training experience and content will help learners discover the value of apps like SharePoint, Teams and OneDrive and ultimately help them be more productive in their roles.

Our M365 Training Specialists are Microsoft product experts who enjoy challenges and variety in their work, as well as connecting to the broader Microsoft 365 tech community. They can often be found teaching virtually or in classrooms, writing blog posts, creating video tutorials, or speaking at public events and webinars.

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Your Day-to-Day:

- Deliver office 365 desktop and Microsoft app training courses virtually and/or in person
- Create videos for our eTraining experiences
- Write blog posts for our blog
- Collaborate with the M365 Team on curriculum updates, community initiatives, marketing requests, and more to reach shared goals
- Evangelize M365 internally and externally to build a community of lifelong students

The Experience You'll Need to Succeed:

- Proficiency in all Microsoft 365 apps including Microsoft Teams, SharePoint, OneDrive, Planner, To Do, etc.
- Proficiency in all Office 365 desktop apps including Word, Excel, PowerPoint, and OneNote
- Comfort with public speaking and live Q&A
- Ability to adapt quickly to technical or logistical hiccups independently
- Ability to keep up to date with technology changes independently and share key updates with training team and end users.
- Ability to translate customer requests into logical and appropriate outlines
- Ability to create multiple levels of learning experiences, marketing content, and more with specific audience skill levels in mind
- Professional written and verbal presentation skills as evidenced by the audition process
- Ability to work independently with minimal supervision
- Ability to reprioritize tasks on the fly and respond to an ever-changing schedule and requests
- Microsoft Service Adoption Specialist certificate ([obtain here](#) prior to start)
- Proficiency with Microsoft Power Platform
- Technical & non-technical writing skills
- Familiarity with other cloud productivity and meeting apps such as Slack, Google Workspace, Zoom, etc.
- Training experience
- M365 or CompTIA+ certifications and/or MCT
- Ability to travel to client sites as needed (0-20%)

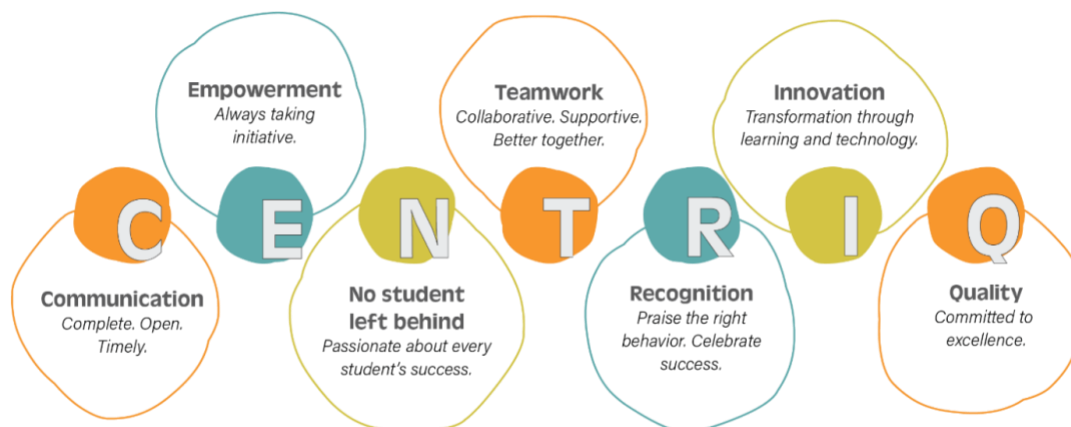
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The Good Stuff:

- Competitive Salary
- Health/Dental/Vision/Prescription Drug Insurance
- Flexible Spending Accounts
- Life Insurance
- 401(k)
- Fun, flexible, family-first culture
- Company gatherings and social events

What We Believe In:

We hire the best. If you're driven to perform, you'll fit right in. We approach our work fearlessly, learn quickly, improve constantly, and celebrate our wins at every turn. Everyone is welcome—as an inclusive workplace, our employees are comfortable bringing their authentic whole selves to work. Be you.



How to Join the Team:

If these qualities describe you, we welcome you to apply. Email Careers@centriq.com for more information.

