



## JOB DESCRIPTION

**Position Title:** Platform Engineer

**Department:** Cloud Solutions

**Reports To:** Director of Cloud Services

**EEO Classification:** Professionals

**FLSA Status:** Exempt

### Position Summary

In this role you will have the opportunity to work closely with our customer base and participate in the development of solutions designed to solve real world business problems using various cloud-based platforms such as DocuSign, Smartsheet, Laserfiche, etc.

### Essential Job Functions

The essential functions include, but are not limited to the following:

- Responsible for the development of solutions based on specifications defined with the customer using the designated platform (DocuSign, Smartsheet, Laserfiche, etc.).
- Participate in all phases of development including requirements gathering, design, implementation, and deployment.
- Collaborate with senior team members on the creation of Business Requirements Documentation.
- Ensure assigned solutions are being developed that align with customer requirements.
- Build and maintain expert level knowledge of designated cloud-based platforms (DocuSign, Smartsheet, Laserfiche, etc.).
- Partner with the sales team to deliver demos or recommendations to potential customers.
- Performs other related duties as assigned.

### Qualifications (Knowledge, Skills, Abilities)

- 1+ years of experience with DocuSign, Smartsheet, or Laserfiche.
- Demonstrated ability to uncover additional customer needs during all phases of the development process.
- Expertise in one or more enterprise-class ERP, CRM, and ECM systems.
- Proven experience collaborating with customers at all levels of an organization.
- Familiarity with electronic signature concepts and systems.
- Strong verbal and written communication skills.
- Have (or be able to obtain within 6 months after hire) DocuSign CLM Implementation Consultant certification.

### Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.



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**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.