



ARFITECT

# SharePoint Administrator

## About Arfitect

Arfitect began operations in 2017 to create software solutions with cutting-edge technologies for enterprise companies all around the world. The prospective team will work with highly experienced professionals on software projects with various new challenges and exciting opportunities.

Arfitect particularly focuses on maintaining a "great to be part of" for its workspace and appreciates the value of talent and hard work. The prospective members of our team will enjoy a jubilant work environment where their work is valued, and a long-term career path is considered.

## Essential Duties

- Day-to-day support of the SharePoint functionalities.
- Management and design of site collections, content databases, implement web part pages and site features, security policies, provisioning new sites, and problem resolution
- Work effectively with end-user's issues/problem tickets and provide resolutions
- Troubleshoot issues and provide proactive support on each component that relates to a SharePoint farm deployment (Services, IIS, SQL Server, etc)
- Drive compliance and security efforts related to applications and tools; collaborate and coordinate with other members of the IT team
- Assist with development of SharePoint processes, and procedures.
- Analyze and resolve issues related to SharePoint sites, workflows and content.
- Hands-on experience designing, installing, configuring SharePoint 2019 farms in hybrid mode

## Requirements

- 3+ years of experience with SharePoint On-Premise and Online, including SharePoint 2013
- 3+ years of experience with SharePoint content management experience
- 3+ years of experience with SharePoint administration, including provisioning sites, lists, libraries, web parts, and other SharePoint components
- 3+ years of experience with SharePoint security permissions, including groups and users
- 2+ years of experience with SharePoint Designer

## Nice To Have

- Experienced in Workflow applications (Microsoft Power Automate, Nintex etc.)
- Experience with Microsoft PowerApps

## Education:

Bachelor's Degree in Computer Science, Information Systems or other related field from four-year College or University.

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