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# Example of SharePoint Job Description

Our growing company is looking for a sharepoint. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sharepoint

* Ensuring proper management of Microsoft SharePoint infrastructure
* Assist in the implementation, documentation, maintenance, and support of all SharePoint environments and tools
* Investigate and stay abreast of technical and practical industry information relating to SharePoint and other collaboration tools
* Work closely with Central Service Desk to assist in enhancing technical knowledge base to improve volume of first call resolutions
* Drive the evolution of governance documentation, designing best practices, documenting procedures, crafting learning resources, maintaining disaster recovery procedures
* User Support, answering to questions of end users and providing guidance in the use of applications when required
* Collects detailed user and technical requirements
* Perform full life cycle development of software applications using prevailing web technologies
* Provide technical leadership and recommendations for architecture and design of new web solutions
* Analyze and develop designs for software modules in accordance with best practices of Object oriented design, to include UML Diagrams, Design Patterns, and third-party software tools

## Qualifications for sharepoint

* Bachelor's degree or equivalent additional experience
* Must be customer service oriented, focusing on both internal and external clients
* Strong Excel, Access and PowerPoint, basic database skills required
* Good command of written and spoken English (mandatory)
* Be able to handle a request end-to-end independently
* Applications like Search, BCS, Profile