



Example of SharePoint Support Job Description

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Our growing company is searching for experienced candidates for the position of sharepoint support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for sharepoint support

- Assist end users in proper disposition of existing SharePoint 2010 sites prior to site migrations to SharePoint 2016
- Survey SharePoint site owners and document existing SharePoint site specifics
- Support application testing following maintenance, upgrades, and outages
- Adhere to GDIT's Culture of Responsibility as it relates to protecting the confidentiality of information and protecting Personally Identifiable Information
- Communicate effectively with all levels of management, customers, and peers
- Participate in special projects and work with other technologies as required
- Day to day fault analysis and resolution
- Involvement in SharePoint development projects
- Create, prepare and review Microsoft Excel reports to track program progress for customer
- Participate in and support the development, implementation and reporting of customer award program processing

Qualifications for sharepoint support

- Graphic design or multimedia production experience
- Bachelor's or master's degree in Computer Science, Management Information Systems, Business Administration or related field preferred

- Ability to engage with internationally distributed development teams
- Experience large global application rollouts and support
- Ability to communicate technical information in an understandable manner to non-technical audiences through writing and presentations