



Example of SharePoint Support Job Description

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Our company is searching for experienced candidates for the position of sharepoint support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for sharepoint support

- Assist in preparing, submitting and tracking group budget
- Develop Microsoft PowerPoint presentations
- Manage schedule and prepare status reports as needed
- Conduct interaction with peers, supervisors and managers within each Service Area
- Design, edit and maintain CSA KSN (SharePoint) sites including designing template sites for customers
- Provide introductory, intermediate and advance KSN (SharePoint) training to CSA KSN POC's as requested
- Conduct and participate weekly KSN (SharePoint) Administrator Telecons
- Provide KSN (SharePoint) troubleshooting services to ATO service areas
- Fulfill customer KSN (SharePoint) ad hoc request
- Provide information on KSN (SharePoint) upgrades to ATO customers

Qualifications for sharepoint support

- Provide guidance and work with software code that enables the development of programs and placement of content securely on web servers
- Work with software code that permits web users to easily visualize source data stored on servers
- Chemical/Energy industry background is a plus
- Knowledge and experience support SharePoint 2013 and SharePoint 2010
- Ability to work independently (self-starter) participating in various roles within

- Strong inter-personal and communication skills in support of being a team player