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## Senior SharePoint Specialist (M365)

**Shift:** Day Shift - Mon-Fri

**Customer Skill Level(s):** Senior

### Position Description: Key Responsibilities:

- Lead the migration project from SharePoint on-premises (possibly SP 2019) to SharePoint Online and Microsoft 365.
- Develop and execute a comprehensive migration strategy, including planning, testing, and deployment phases.
- Assess current SharePoint environment, identify migration requirements, and create migration plans and timelines.
- Collaborate closely with IT teams, stakeholders, and end-users to gather requirements and ensure alignment with business objectives.
- Configure SharePoint Online and M365 settings, ensuring optimal performance and integration with other systems.
- Implement best practices for SharePoint Online governance, security, and compliance.
- Provide technical guidance and support to the project team and end-users throughout the migration process.
- Monitor migration progress, troubleshoot issues, and ensure timely resolution.
- Conduct post-migration reviews and evaluations to refine processes and improve efficiency.
- Stay current with SharePoint Online and M365 updates, features, and capabilities, evaluating and recommending new technologies as needed.

### Mandatory Skills:

Ability to lead cross-functional teams and manage stakeholders effectively

Excellent communication skills, both verbal and written, with the ability to explain technical concepts to non-technical stakeholders

Experience with SharePoint Online administration, including configuration, customization, and integration

Expertise in migrating SharePoint from on-premises to SharePoint Online and Microsoft 365

Knowledge of Office 365 applications and their integration with SharePoint Online

Proven experience as a SharePoint Administrator or Lead, with a focus on migration projects

Strong analytical and problem-solving abilities, with a keen attention to detail

Strong understanding of SharePoint architecture, infrastructure, and best practices

**Clearance:** TS/SCI

**Polygraph:** FS

### Training:

HS or GED and 19 Years Experience

Bachelors and Information Technology Systems Management, IT/Computer Science, Other and 14 Years Experience

### DoD 8570 IA Type: IAT Level 2

DoD 8570 CE Certification Requirements: CompTIA Security+ CE