

Job Title: SharePoint Product Specialist

- The client seeks a SharePoint Product Specialist for a long-term contract opportunity in Raleigh, NC.
- *Position is remote with minimal in-person engagement if the candidate is local to the Raleigh area
- **Responsibilities:**
 - Business analysis and solution design in support of Operations and Maintenance business processes that are valuable to the transportation lifecycle.**
 - Define and prioritize SharePoint and web based projects delivering content management and business process support on behalf of these business units, breaking down the design into work items, tracking status, managing communication and dependencies.**
 - Perform quality assurance testing, coordinate test validation and rollout for these projects, ensuring customers are informed & trained, sufficient help & training materials are created and delivered, and that operational support is arranged.**
 - Design SharePoint and web-based solutions to support Preconstruction business processes**
 - Break down design into clearly defined, manageable work items for the development team**
 - Prioritize and track progress on work items and deliverables**
 - Ensure work items and deliverables are scheduled, completed, and delivered to the clients on time and with high quality & excellent, usable documentation.**
 - Document the program and project deliverables as assigned**
 - Coordinate with clients to implement re-engineered business processes**
 - Test SharePoint and web-based content management deliverables as required to support the re-engineered business processes**
 - Draft and deliver training materials for changed business processes and IT applications**
 - Consult with clients to prototype, refine, test, and debug applications and processes to meet needs**
- **Required Skills:**
 - 2 Years - Experience as a Business Analyst**
 - 2 Years - SharePoint design experience with Microsoft SharePoint lists, libraries and content types**
 - 2 Years - Designing and testing SharePoint and web-based content management solutions**
 - 5 Years - Strong analytical and conceptual skills**
 - 5 Years - Strong written and verbal communication skills, including ability to explain business processes to IT users and IT applications to business users**
 - 5 Years - Excellent organizational and presentation skills**

5 Years - Microsoft Suite experience (e.g. Outlook, Word, Excel, PowerPoint, Teams)
2 Years - Proven experience evaluating business processes and re-engineering
2 Years - Proven experience writing clear and concise technical training materials and user documentation
2 Years - Working knowledge of application development life cycle

- **Desired Skills:**

2 Years - Experience as a SharePoint Business Analyst
2 Years - Understanding of transportation life cycle business processes
5 Years - Extensive experience with Microsoft SharePoint as a designer
2 Years - Experience with SCRUM/agile development methodology
2 Years - Experience with Team Foundation Server (TFS) or Azure DevOps