Key Responsibilities:

- Assess current records management practices and develop a comprehensive SharePoint Online records

management strategy aligned with organizational needs and compliance requirements - Design and implement retention schedules, information architecture, and metadata frameworks within

SharePoint Online - Configure and customize SharePoint Online records center, in-place records management, and

document lifecycle workflows - Migrate data from Fileshare to SharePoint Online via ShareGate - Establish record declaration processes, file plans, and content types to support systematic records

classification - Implement security controls, permissions, and access policies to protect sensitive records - Create automated workflows for records disposition, holds, and archival processes - Develop and document records management policies, procedures, and training materials - Collaborate with stakeholders to ensure the solution meets business requirements and compliance

standards - Provide guidance on SharePoint Online records management best practices and governance - Monitor and optimize system performance, conducting regular audits and improvements

Required Qualifications:

- 10+ years of experience implementing records management solutions in SharePoint Online/Microsoft

365 - Proven expertise in SharePoint Online architecture, including retention policies, labels, and information

governance features - Experience with Microsoft 365 compliance center and related security features - Strong knowledge of content types, metadata, workflows, and SharePoint governance

Strong capability in SharePoint migration - Strong communication and stakeholder management abilities

Technical Skills:

- SharePoint Online design and migration - Microsoft 365 compliance and security features including Purview - Records management tools and retention policies

- Content type hub and managed metadata services - SharePoint workflow development - PowerShell scripting & ShareGate - Information architecture design - Microsoft Power Platform tools