

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a **SharePoint Administrator**. As a member of the Knowledge Management (KM) team, the SharePoint Administrator will manage site collections, service applications and advocate its health. Effective communications with team of KM Developers, Analysts, Managers, and Customers are essential for determining requirements, developing dashboards, reports, and meaningful information from integrated datasets. Site Columns, Content Types, NINTEX workflows, and other SharePoint features are used to enhance usability.

Duty Location:

Norfolk, VA or Washington D.C.

**Minimal travel may be required.*

The SharePoint Administrator will:

- Gather user requirements and determine the appropriate SharePoint solution to meet their requirements
- Develop and maintain SharePoint 2013 solutions and process routine change requests
- Develop workflows to automate processes using NINTEX workflows
- Extract and transform information from MS Excel and MS Access into SharePoint solutions
- Apply metadata standards to improve data mining and organization using Site Columns & Content Types
- Troubleshoot day-to-day operational issues with SharePoint sites, upgrades and migrations
- Proficient in concepts of data integration and normalization
- Proficient with Knowledge Management best practices

Qualifications and Education Requirements:

- ITIL v3 Foundation certification (preferred)
- Bachelor's degree or equivalent related experience
- >4 years in SharePoint Administration
- >3 years Knowledge Management

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- Must possess a Final U.S. SECRET security clearance
- Preferred Skills:**
- Expertise in:
 - *SharePoint 2013 to include site collection administrator, development and design*
 - *NINTEX workflows*
 - *Microsoft Excel and Access*
 - Proficiency in:
 - *Microsoft Office applications including Word, Visio, Project, PowerPoint*
 - *HTML*
 - *.NET Framework*
 - *Department of Navy (DON) command organization, IT infrastructure and IA policies, and*
 - *DON IT operations (i.e., Data Analyst, Desktop Support)*
 - *Excellent written and verbal communication skills*

Please reply directly to this position description with an updated resume and your salary requirements directly to Tiffany Cannon at tcannon@falconwood.biz.

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