

**Job Title:** Web/SharePoint Administrator  
**Location:** Fort Polk, LA  
**Type:** Full-time / Exempt

**Salary:** Commensurate with experience  
Signing Bonus – 5% of annual

**Requirements:**

- Minimum experience of five years performing Web/SharePoint Administration, preferably as part of a government branch.
- SharePoint Administration training.
- CompTIA Security+ certification
- Proficiency of all Microsoft Windows workstation OS's, Windows Server 2012, Windows Server 2016, Windows Server 2019, 20012R2 and SharePoint 2016.
- Proficiency with web editing software (i.e., Dreamweaver, Web Matrix, Visual Studio .Net, Flash, Illustrator, Photoshop, Fireworks, and FrontPage).
- Proficiency with HTML, DHTML, CGI, ASP, ASP .Net, Action Script, JavaScript (current versions) and IIS.
- Active/recent (last 24 months) U.S. government security clearance

**Physical/Mental Requirements:**

While performing the duties of this job, the employee is regularly required to:

- Talk and hear.
- Sit, stand, use repetitive wrist, hand, and/or finger movement.
- Lift and move items up to 25 pounds.

**Job Description:**

- Construct new pages, create new web parts to extend SharePoint functionality in order to increase NEC process efficiency.
- Input links to external resources for reference for example resources such as General Fund Enterprise Business System (GFEBS), and Army Computer Hardware Enterprise Software and Solutions (CHESS).
- Customize workflows and web part development for installation customers.
- Support Government requirements with SharePoint and implementation.
- Configure and maintain Microsoft Office SharePoint Services (MOSS 2016) for creating, managing, and sharing documents and Web services to enable users to use shared workspaces other documents accessible through a Web browser.
- Develop SharePoint templates and customize the SharePoint graphical user interface (GUI) that simplify and facilitate collaboration.
- Provide SharePoint subject matter expertise.

**Clearance:**

Selected candidates will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Hire dates are dependent upon the issuance of an interim or final government security clearance.

**Background Check:**

Selected applicants will be subject to a background check and must meet eligibility requirements for access to military installations.

GStek, Inc. is proud to be an Affirmative Action/Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, parental status, genetic information, marital status, gender, gender identity, gender expression, pregnancy, age, sexual orientation, and military or veteran status.

GStek encourages veterans, disabled veterans, and disabled individuals to apply for any open position for which they feel they are qualified.

EOE Minority/Female/Veteran/Disabled