

Job Title: Web Content Administrator III
Location: Aberdeen Proving Ground, MD
Type: Full-time / Salaried Exempt
Salary: \$75,000 - \$80,000 Annual Salary

Requirements:

- U.S. Citizen
- Active/recent (last 24 months) U.S. government security clearance
- Minimum 5 years of SharePoint administration experience, preferably within a DoD facility
- Microsoft Certified: Extend Microsoft SharePoint – Associate or equivalent certification
- CompTIA Security+ certification

Job Description:

- Design, build, implementation, and maintenance of a knowledge management framework that provides end-users access to the organization's intellectual capital.
- Develop and support solutions which address a range of business needs including Apps, workflow, forms, collaboration sites, document management, or business intelligence/reporting.
- Construct new pages, create new web parts to increase functionality and NEC process efficiency.
- Customize workflows and web part development for installation customers.
- Support Government requirements with SharePoint and implementation.
- Ensure best practices are defined and adhered to; provide recommendations on improvements, technical analysis on projects, drive efficiencies through optimization and automation.
- Set up and monitor automation flows to support data integration, migration, and alert-success/failures.
- Develop training materials and provide software training as needed.
- Ensure security best practices are implemented, maintained, and audited.
- Create user dashboards and reports using the power BI Platform.
- Develop and PowerApps canvas driven apps.
- Serve as a SharePoint SME on future projects and initiatives by gathering requirements, creating specs, and ensuring successful delivery.

Physical/Mental Requirements:

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

- Talk, see, and hear.
- Sit, stand, use repetitive wrist, hand, and/or finger movement.

Benefits:

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| • Medical, Dental, Vision | • Legal Assistance |
| • Short- and Long-term Disability | • Paid Vacation, Sick Leave, Bereavement, Jury Duty, Military Duty |
| • Whole and Term Life Insurance | • 401(k) |
| • Aflac Supplemental Coverage | |

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:

Offers are contingent upon successful completion of professional reference checks, employment history verification, and background screening.

GStek, Inc. is proud to be an Affirmative Action/Equal Opportunity employer. All qualified applicants will receive equal consideration for employment. GStek encourages veterans, disabled veterans, and disabled individuals to apply for any open position for which they feel they are qualified.

EOE Veteran/Disabled