



DEPLOY360

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IT SharePoint Consultant

Location: Pentagon/Joint Base Andrews

Position Summary

Deploy360 is seeking a detail-oriented IT SharePoint Consultant to support and enhance SharePoint environments for diverse client portfolios. The successful candidate will collaborate with teams to develop, configure, and maintain SharePoint solutions, enabling effective collaboration and streamlined business processes.

Key Responsibilities:

- Provide technical expertise to support existing and future SharePoint environments and user bases.
- Deliver high-quality documentation, including technical analyses, project summaries, and configuration reports, ensuring clarity and accuracy.
- Design, develop, and maintain site collections, document libraries, lists, forms, calendars, workflows, and discussion boards to meet evolving organizational needs.
- Perform administrative tasks such as managing permissions, refining user interfaces, and implementing workflows.
- Troubleshoot and resolve SharePoint-related user issues while supporting both new and existing projects.
- Create and deliver instructional materials, including training guides, to ensure effective user adoption and compliance with standard operating procedures.
- Collaborate in working groups to identify and implement SharePoint improvements.
- Streamline information organization and collaboration by analyzing user needs and optimizing SharePoint structures.
- Configure and develop SharePoint solutions using CSS, HTML5, JavaScript, Power Platform, and other Microsoft 365 tools.
- Normalize and optimize data structures (e.g., tables, lists) for consistent and efficient application performance.
- Generate design documentation suitable for inclusion in security and compliance accreditation packages.
- Operate within an Agile SDLC environment, leveraging version control tools such as GitHub for solution development and management.
- Integrate SharePoint with Microsoft 365 tools, including Access and Excel, to enhance data handling and reporting.

Qualifications:

- **Experience:** Minimum of 4 years of hands-on experience with SharePoint, CSS, HTML5, JavaScript, and Microsoft 365 tools, including Power Platform.
- **Education:** Bachelor's degree in Computer Science, Information Technology, or a related field.
- **Certifications:** SharePoint certification and Power Platform certification required.
- **Security Clearance:** Active **SECRET clearance** required.
- Strong communication skills for effective documentation, training, and collaboration.
- Proven ability to analyze, design, and implement SharePoint solutions aligned with business requirements.

Why Deploy360?

At Deploy360, we are committed to leveraging the power of technology to support the mission-critical needs of our clients. We offer a dynamic work environment where innovation, collaboration, and professional growth are encouraged. Join our team and contribute to impactful projects that make a difference.

To be considered for the position, please email, info@deploy360.us and include your resume.

Must be legally authorized to work in the United States. We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Deploy360 reserves the right to amend this job description at any time.