

## SharePoint Specialist

Zhaikmunai LLP, part of Nostrum Oil & Gas, an independent multi-field oil and gas company engaging in the production, development and exploration of oil and gas in the pre-Caspian Basin, is looking for a **SharePoint Specialist**

### KEY RESPONSIBILITIES

The SharePoint Specialist (SPS) provides support for the creation, testing, migration, documentation, maintenance, and daily operation of Company collaboration capabilities.

- Configures, administers, and supports SharePoint Online on company's Office 365 platform
- Execute departments requests for creation of websites for projects and initiatives
- Develops, maintains, and support SharePoint workflows
- Configures, assigns, and maintains permission levels for all users of SharePoint site collections as well as configuring anonymous access when required
- Trains and supports business users in their day to day involvement in SharePoint
- Creates and leads training of the applications assigned
- Documents SharePoint configuration and architecture
- Reviews and monitors usage reports
- Partner with end-users to diagnose and resolve critical content management related challenges/problems
- Monitor and track the performance and utilization of the content management system to ensure that uptime and performance metrics meet required target.
- Participate in full lifecycle projects related to content system implementations
- Identify and propose opportunities related to improve service offerings based on feedback and utilization from internal customers
- Works with internal departments to understand their collaboration, workflow, and business process challenges and designs best-in-class sites and tools using SharePoint.
- Designs secure, modern, and functional sites and other solutions to streamline processes and collaboration
- Develops training and knowledge transfer to ensure company understanding of how to use collaboration solutions remains high

### More About the Role:

- Establish SharePoint best practices when it applies to maintaining electronic data, personally identifiable data, document security, and developing electronic business solutions.
- Perform SharePoint administration to include managing permissions – restrict and revoke access as required. Create, leverage and manage content types, site columns, lookups and templates for re-use in sites. Determine and create scalable structure for top level, to ensure uniform navigation throughout sites.
- Monitor site usage and follow up on dormancy on a regular basis. Monitor to ensure workflow and tasks are working correctly, perform ongoing research to determine

### QUALIFICATIONS AND EXPERIENCE

- Experience in SharePoint as Developer or Admin
- General Knowledge of the Document Management System concept
- Bachelor's degree preferred
- 3+ years previous experience in SharePoint administration
- Experience with business applications, portals, and team collaboration sites on Microsoft SharePoint
- Knowledge of information security and systems administration
- Must be able to perform duties with minimum supervision
- Ability to build strong relationships with team members

#### **EMPLOYMENT TERMS**

- Starting date: asap
- Duration: permanent
- Working schedule: 5 working days / 2 days off
- Location: Uralsk, Kazakhstan
- Salary: negotiable

Please apply via Employment page at <https://nostrumoilandgas.com/careers/>