



**encodian**



# Job Description

SharePoint Consultant

# About Encodian

Encodian is a leading Microsoft ISV and Professional Services partner; we are growing rapidly and are seeking an experienced SharePoint Consultant to take on a prominent role in our growing Professional Services practice.

Our mission is to build easy-to-use, cost-effective products which enhance the information management experiences delivered through Microsoft 365, SharePoint Online and the Microsoft Power Platform.

Honesty, integrity, simplicity, and team working are key to our ethos. We value talented technology enthusiasts motivated to work with the latest technologies to build world-class solutions for our customers.

The Professional Services practice is a crucial part of our business, providing bespoke software, consultancy, and support to our clients for Microsoft 365, SharePoint, Power Platform and Encodian products.

We are looking for an individual who can step into this team, ready to take on new challenges. We value strong technical people who can keep abreast of developments in Microsoft and the wider ecosystem and recognise opportunities to utilise new technology to benefit our customers.

# The Role

As a Microsoft SharePoint Consultant you will play a crucial role in designing, implementing, and supporting SharePoint solutions for our clients.

You will work closely with clients to understand their business needs and develop tailored SharePoint solutions to address their unique challenges.

This role requires a deep understanding of SharePoint, excellent communication skills, and the ability to deliver high-quality solutions that meet client requirements.

## Key Responsibilities:

### Client Engagement:

- Collaborate with clients to understand their business objectives and SharePoint requirements.
- Conduct needs assessments and provide expert advice on SharePoint best practices.

### Solution Design:

- Develop comprehensive SharePoint solutions, including site architecture, document libraries, workflows, and custom applications, to meet client requirements.

### Implementation:

- Configure and deploy SharePoint sites and solutions, including customization, integration with other systems, and data migration as needed.

### Training and Support:

- Provide training to end-users and administrators on SharePoint usage and best practices. Offer ongoing support and troubleshooting to resolve issues and ensure system stability.

### Documentation:

- Create and maintain detailed documentation of SharePoint configurations, customizations, and workflows for client reference.

### Collaboration:

- Work closely with cross-functional teams, including developers, system administrators, and project managers, to ensure successful project delivery.



### Stay Current:

- Keep up-to-date with the latest SharePoint trends, updates, and technologies to provide clients with the most effective solutions.

### Qualifications:

- Proven experience as a SharePoint Consultant or similar role.
- Strong knowledge of Microsoft SharePoint and Office 365.
- Proficiency in SharePoint customisation, including Power Automate, Power Apps, and PowerShell.
- Experience with SharePoint migrations, data integration, and third-party tools.
- Excellent problem-solving skills and attention to detail.
- Strong communication and interpersonal skills.
- Relevant certifications such as Microsoft Certified: SharePoint Administrator or similar are a plus.

# Working at Encodian

## A few perks you get working with us:

- Flexible home working (all our employees are home-based).
- Sponsored community participation, we will help you build your profile.
- Exposure to the latest technologies from Microsoft and other suppliers.
- An open, informal, and, most importantly, equal working environment where everyone is encouraged to contribute.
- Regular meetups with other team members.
- Opportunities to attend Microsoft learning events both in the UK and abroad.
- High-spec hardware.
- 25 days holiday.
- Pension.
- Electric car scheme (salary sacrifice).
- Private health insurance.

## How to Apply:

If you are a passionate SharePoint Consultant looking to make an impact and grow in your career, we encourage you to apply. Please submit your resume, along with a cover letter outlining your qualifications and relevant experience to [hr@encodian.com](mailto:hr@encodian.com).

Encodian is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Note: This job description is intended to provide a general overview of the responsibilities and qualifications for this position at Encodian. Actual duties and qualifications may vary based on the specific needs of the company.

