



Microsoft SharePoint Administrator

Fixed Term Role (12 Months)

Exeter/Honiton/Newton Abbot

At Strata we are passionate about our people and about our technology as well as our digital transformation. We pride ourselves on our integrity towards our colleagues and clients as well as providing service excellence at all times. We are collaborative in the way in which we work, our fast-paced environment provides many opportunities for exposure to new technologies and methodologies. As a local Government owned business, our people are at the heart of what we do our objective being to provide an inclusive environment where everyone can contribute to the progression of our organisation.

An exciting opportunity has arisen for a Microsoft SharePoint Administrator to join our team on a Fixed Term Contract for 12 months.

In this role you will have experience of working within a project team, a working knowledge of SharePoint and other Microsoft 365 products, in addition an understanding of governance and compliance related to SharePoint.

The Role

- To ensure high levels of customer service to our main clients, Exeter City Council, East Devon District Council and Teignbridge District Council.
- Working alongside our SharePoint Project Manager, to ensure the platform is implemented and maintained in accordance with organisational standards and best practices

You're Experience

You will demonstrate proven experience within:

- Experience in configuring SharePoint sites, libraries, lists, templates, and document management features
- Experience with SharePoint migrations, upgrades, and integrations

The Essentials

You will have a proven track record in:

- Proven experience in administering Microsoft SharePoint environments
- Strong knowledge of SharePoint Online and Microsoft 365 Administration
- Understanding of SharePoint security, access control, and compliance policies.
- Excellent written, oral and interpersonal skills.
- Taking ownership and accountability for work undertaken.

What's in it for you?

We offer a competitive package which includes:

- Salary – from £35,235 to £37,938
- Significant employer contribution to the Local Government Pension Scheme.
- 37 hour working week – hybrid working.
- 29 days holiday (per annum)

If you feel you have the blend of skills that we require and would like to apply for this role, please send your CV with a covering letter to Jayne.Coppin@Strata.Solutions. Closing date Tuesday 30th April 2025.

No Agencies