



SharePoint Administrator

Kiva Systems, Inc. is a rapidly growing Boston-based robotics company that is revolutionizing supply chain operations. Our customers are large retailers, catalog operators, e-commerce and other companies that ship products to consumers, businesses and retail stores. Please see www.kivasystems.com for more information about us.

Kiva is seeking a talented and motivated individual to contribute to the Information Systems team as a SharePoint Administrator. The SharePoint Administrator is responsible for the maintenance and administration of SharePoint 2010 site farm and collections. The SharePoint administrator will report to the Director of Information Systems with direction from the SharePoint lead developer. This role involves various types of SharePoint 2010 development and upkeep of the site collection including some light development and opportunities to take a lead role on the development of out of the box functions and simple workflow designs.

The Sharepoint Administrator will be responsible for:

- Providing user and Helpdesk support for the SharePoint environment
- Creating and delivering Helpdesk and End user training
- Providing periodic and strategic planning for SharePoint environment health
- Authoring and maintaining documentation including specifications, plans, procedures, release notes and creation of user training material
- Working closely with SharePoint Site/Applications owners and: communicating OOTB capabilities verses 3rd party products or custom developed components; scheduling and implementing changes and improvements to applications
- Participating in on-call rotation
- Using SharePoint Designer to create custom workflows
- Taking direction from lead SharePoint Architect/Administrator/Developer on as needed tasks

Required Experience:

- 2+ recent years creating/supporting/maintaining SharePoint 2007/2010 Business Application. The successful candidate will be familiar with SharePoint 2010 Enterprise edition features and capabilities, including but not limited to:
 - Security and Permissions
 - Intranet site structure configurations
 - Creating artifacts within site structures (site collections, sites, libraries, lists, content types, workflows, etc.)
 - Moving SharePoint artifacts through promotional environments (Test, Stage, Production)

- Backup and Restore options
- Web Analytics, Monitoring and Logging
- Custom Site Templates, Content Types and SharePoint Designer Workflows
- Determining version capabilities verses 3rd party products or custom developed components
- Estimating level of effort and schedules for new SharePoint functionality
- Supporting site owners, collecting and documenting requirements and creating SharePoint artifacts to meet requirements
- Assisting users with issues and artifact configurations
- User and Group Creation within Active Directory

Required Skills:

- Strong inter-personal and communication skills, explaining both simple and procedures in writing or orally to users
- Excellent organizational skills
- Ability to work independently and in a team in a progressive and fast paced environment
- Authoring and maintaining procedures, release notes and creation of user training material
- Ability to plan tasks and manage multiple projects concurrently

Bonus Skills:

- Project Planning Experience
- Experience as a SharePoint 2007/2010 Administrator
- Sharepoint Development experience
- Training users on SharePoint
- Experience with Windows Server Scheduled Tasks
- .NET Development experience
- JavaScript, HTML, CSS, AJAX
- SQL Server 2008 Administration Experience
- MS SQL Server Analysis and Reporting Services
- SharePoint in Virtualized Environments (VMWare)

Send qualified resumes to jobs@kivasystems.com with your name and the position title on the subject line.