



Job Title: SharePoint Manager
Solution Area: Business Optimization
Project Location: Philadelphia Area

naviGATE is seeking a manager to join our growing, boutique, management consulting firm in Villanova, PA. naviGATE works collaboratively with our clients to help them improve operational effectiveness and achieve their strategic goals. As a growing, regionally focused, management consulting firm we bring the experience, expertise and resources needed to help our client succeed.

Position Description:

A manager is responsible for daily project management with the client. As a part of the project team you are responsible for maintaining strong client relationships. You will also be assisting naviGATE to identify new opportunities within a current or potential new client. Strong project management skills are a must to ensure projects are delivered on time or before scheduled, with high quality and exceed client expectations. You will be an integral part of business development and brand building initiatives.

As part of naviGATE's growing Business Optimization solution team, the SharePoint manager will lead and influence the planning and implementation of SharePoint platform implementation projects. The candidate will need five years of direct work experience in project management capacity with knowledge of both theoretical and practical aspects of project management. naviGATE is seeking someone with Microsoft Office SharePoint Server 2010 ("MOSS") Administration and Development Expertise with relevant certifications.

Position Responsibilities:

- Facilitate the definition of project scope, goals, and deliverables
- Assembles project team by identifying resources needed and assigns individual responsibilities (Client and Consultant)
- Defines project tasks; Plan and schedule project timelines
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Manages day-to-day operational aspects of a project and scope.
- Manage project budget
- Track project deliverables using appropriate tools
- Provide direction and support to project team which can include 3rd part contractors
- Constantly monitor and report on progress of the project to all stakeholders
- Implement and manage project changes and interventions to achieve project outputs
- Escalate project issues and risks as appropriate to leadership
- Minimizes exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.
- Keeps track of lessons learned and shares those lessons with team members.
- Reviews deliverables prepared by team before passing to client or leadership



- Identifies opportunities for improvement and makes constructive suggestions for change

Technical Requirements

- Microsoft Office SharePoint Server 2010 (“MOSS”) Administration and Development Expertise with relevant certifications
- Microsoft Office SharePoint Server including Infrastructure & Architectural Expertise
- MS InfoPath Form Automation Development Experience a plus
- Experience defining and developing custom workflow solutions in MOSS Designer 2010 & InfoPath solutions
- .NET Development / Web Services Development Expertise

Other Requirements

- 8+ years related work experience.
- Proven ability to manage a variety of projects with varying levels of complexity to successful completion
- Experience with infrastructure delivery and project management preferred
- Excellent planning and organization skills. Ability to take a project from inception (idea stage), and help organize a plan to deliver the final working solution
- Expert problem solver. Finding simple answers to complex questions or problems. Thinking outside the box. Uses knowledge gained through prior experience, education, training to resolve issues and remove project barriers.
- Fosters a climate conducive to establishing positive working relationships with clients
- Proven experience in strategic planning, risk management, change management

Education Requirements

- Bachelor’s Degree in the field of computer science or information systems

Application Instructions:

Interested individuals should send your resume and cover letter in MS Word or PDF to: Iwanttowork@navigatecorp.com to be considered for this opportunity.

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