



## CAREERS

Interested Applicants should submit their resume to [HR@metricanet.com](mailto:HR@metricanet.com)

### **Position Title:**

**SharePoint Administrator**

### **Location:**

Quantico, VA

### **About Metrica:**

Metrica Inc. is one of the small business leader in Global Mobility, Cybersecurity Modernization and International Logistics. Our core values include providing our clients with strong service, continuous improvement and quick response and giving our employees responsibility, trust and ownership of their positions.

### **Position Description:**

We are currently looking for a SharePoint Administrator to work in Quantico, VA and are hoping you can fill our needs.

In the SharePoint Administrator position you will be provide primary support for the AFOSI SharePoint presence on NIPR and SIPR networks

### **Education or Equivalent Training:**

- Top Secret/SCI DoD clearance
- Active CompTIA Security+ certification
- Bachelor's Degree in Computer Science or a related discipline, or the equivalent combination of professional training or work experience (3-5 years as a SharePoint Administrator)
- Computer literacy
- Well organized
- Strong communication and interpersonal skills
- Detail oriented

### **Key Responsibilities:**

- Providing End and Power User support
- Reviewing and monitoring SharePoint, Event and Usage logs
- Monitoring SharePoint URLs
- Reviewing Search Architecture
- Reviewing Security Hierarchy
- Reporting on SharePoint uptime and SLA performance
- Verifying alerts
- Validating site backups
- Auditing server utilization

- Applying patches
- Identifying and reporting system risks
- Reporting site incidents
- Troubleshooting and fixing site issues
- Reviewing questions and issues and updating the SharePoint FAQ
- You must be able to work independently and also directly with the government AFOSI SharePoint Program Manager in a busy work environment supporting multiple tasks throughout the course of a normal workday

### **Company Benefits**

Metrica offers an excellent starting salary and outstanding fringe benefits, including Medical, Dental, Tuition Assistance, and 401(k) Retirement Plan to name a few.

Metrica is an Equal Opportunity Employer, M/F/D/V