

# careers

## Senior Information Specialist

### SharePoint Consultant/Business Analyst

**microworks** is seeking an experienced information management specialist to join our Information Management Group. If you like solving problems, organizing information and building customer-focused SharePoint solutions, this is the job for you.

You will provide consulting services in a wide range of business areas. In your consulting engagements you will facilitate your clients through project phases that include business analysis, requirements definition, solution design and implementation. You will develop an information architecture that will meet the needs of the business. This will include a business taxonomy and metadata design. Using your SharePoint 2010 experience, you will translate the design into a solution that will be fully adopted by the business team. You will have the support of a SharePoint-certified infrastructure team, as well as developers and SharePoint branding experts.

### Skills/Expertise:

- Experience managing a team to deliver a project on time and on budget
- Consulting and customer facilitation expertise
- Information management expertise (taxonomy, metadata, document and records management, search and retrieval)
- SharePoint solution design and implementation experience
- Training and coaching experience
- Results-oriented, self-motivated, team player, positive attitude and enthusiastic
- Excellent English written, verbal communication and facilitation skills
- Good presentation skills

### Requirements:

- Minimum of 5 years' experience in IM/IT strategic planning, business analysis, IM/KM needs assessments, information architecture and system design
- Minimum 3 years' experience with SharePoint implementation
- Proven technical, analytical, and problem solving skills
- Ability to work in a complex, fast-paced environment
- Ability to multi-task and deliver within defined timelines
- Mature communicator and facilitator
- Proven project management experience
- Secret government security clearance preferred

### About microworks:

Since 1983, **microworks** has helped clients optimize their IT investments to build intelligent organizations. **microworks** follows an ISO- and PMBOK-compliant framework to ensure quality project management and successful outcomes. We have the highest customer retention rate in the industry. In 2010, **microworks** scored 100% in customer satisfaction in an independent survey.

### Our services include:

- IT strategy development
- Content management, information management, and Microsoft SharePoint solutions
- Constituency relationship management and Microsoft Dynamics CRM solutions
- Full infrastructure support

### Apply:

We offer a very competitive salary and benefits package. This position is located in Ottawa, Ontario and is open to Canadian residents.

To apply for this position, please send your resume to [admin@microworks.ca](mailto:admin@microworks.ca).

