

# SharePoint Architect

Location: Arlington, VA or Continental US (remote work position)

## ABOUT FLUENCE

Fluence, a Siemens and AES company, is the global market leader in energy storage technology solutions and services, combining the agility of a technology company with the expertise, vision and financial backing of two well-established and respected industry giants. Building on the pioneering work of AES Energy Storage and Siemens energy storage, our goal is to create a more sustainable future by transforming the way we power our world. Providing design, delivery and integration, Fluence offers proven energy storage technology solutions that address the diverse needs and challenges of customers in a rapidly transforming energy landscape.

Fluence currently has more than 2.4 gigawatts of projects in operation or awarded across 24 countries and territories worldwide. We topped the Navigant Research utility-scale energy storage leaderboard in 2018 and were named one of Fast Company's Most Innovative Companies in 2019. In 2020, our sixth-generation Tech Stack won Commercial Technology of the Year at the 22<sup>nd</sup> annual S&P Global Platts Global Energy Awards.

## Leading

If you are looking for an exciting environment where you can work with cutting edge technology to build resilient, clean, and cost-effective battery storage systems, this Linux Systems Engineer role may be the perfect opportunity.

As the SharePoint Administrator, you will be responsible for providing technical support for the SharePoint environment. You will be responsible for understanding business and users' requirements that drive the analysis and design of technical solutions. You will resolve user issues and identify areas for improvement and enhancement.

## Responsible

Fluence is defined by its unwavering commitment to safety, quality, and integrity. We take personal ownership in what we do, developing trust in our relationships with internal and external stakeholders. We firmly believe in having honest, forthcoming, and fair communications. The SharePoint Architect will:

- Serving as the site collection administrator for all Fluence SharePoint Online (SOP) sites, responsible for providing support to users and working with other departments to resolve higher level problems as needed.
- Working with multiple stakeholders in Fluence and its departments to develop and implement company-wide document management strategy using existing Office 365 solutions and AvePoint Cloud Governance.
- Collecting and providing insightful analysis of business needs and user requirements to conceptualize a configuration for SPO.
- Troubleshooting existing workflows and automations configured using Power Automate and modifying/implementing Power Automate or other appropriate solution for department and staff.
- Developing standard operating procedures, process flows, user guides, and other training material for office solutions and providing individual and group training for multiple learning levels.
- Supporting the enhancement and maintenance of existing SPO sites including ensuring consistent look and feel, monitoring user feedback and identifying follow-up activities/resolution, and developing improvements/additions to increase usability and site adoption.
- Identifying new and creative ways to educate the office on updates to the O365 environment, including how functionality can support the business needs of Fluence.
- Working with Cybersecurity and Quality Management team to contribute to, communicate, implement, and maintain officewide SPO governance, policies, processes, and recommend best practices and industry standards.
- Working with O365 tools to edit website content, monitor website statistics, and conduct quality assurance reviews to ensure all content across site is accurate.
- Adding users, controlling access to document libraries, and setting permissions.

## Agile

At Fluence, we strive to continuously improve, to be intellectually curious and to be adaptive to the needs of our customers and employees. Fluence prioritizes the most critical efforts that allow for the greatest impact. The following training and experience are valued by the hiring team:

- Bachelor's degree in IT related field with 6+ years relatable experience
- Experience managing and administration of enterprise-level O365 SharePoint Online

- Experience troubleshooting issues and providing customer support for service requests related to O365 SharePoint Online
- Experience with creating and managing Power Automate.
- Experience with Data Loss Protection, Information Rights and Governance

## Fun

Working on transforming a fundamental part of our society is exciting and fulfilling. It requires creativity, diversity of ideas and backgrounds, and building trust to effect change and move with speed. We respect our coworkers and customers. We listen to what others have to say, and we are inclusive.

## GET IN TOUCH

Apply [Here](#)

Fluence IS AN EQUAL OPPORTUNITY EMPLOYER and fully subscribes to the principles of Equal Employment Opportunity to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, marital or familial status.