

WE ARE HIRING

SHAREPOINT AND AUTOMATION TECHNICIAN

APPLY NOW

 (08) 9531 7955

 careers@fairbridge.asn.au

Location: Online/Remote (Pinjarra, WA)

Position: Casual or Contract - with prospect of ongoing work

Closing Date: 28 March 2025

Join Fairbridge and help drive digital transformation!

Are you a problem-solver with strong technical expertise in SharePoint, Power Automate, Forms, and Adobe Forms? Do you enjoy streamlining processes and enhancing digital workflows? Fairbridge is seeking a SharePoint & Automation Technician to support our organisation by developing and maintaining automated processes that improve our policy, procedure, and compliance operations.

This role is ideal for someone who enjoys building digital efficiencies, working collaboratively, and making a meaningful impact within a growing and dynamic environment.

Key Responsibilities:

- Design, develop, and implement automated workflows using Power Automate to improve operational efficiency.
- Maintain, customise, and enhance SharePoint-based document management and workflow systems.
- Convert existing manual procedures into automated online processes to ensure accuracy and compliance.
- Manage SharePoint lists and libraries, ensuring information is structured, secure, and accessible.
- Develop forms and digital workflows using Microsoft Forms and Adobe Forms to standardise data collection and reporting.
- Troubleshoot and resolve technical issues related to automation, document management, and workflow systems.
- Provide technical support and training to staff on the use of SharePoint and related automation tools.
- Collaborate with internal teams to identify opportunities for process improvement and automation.

About You

Essential:

- Experience with Microsoft SharePoint, including site management, document libraries, and workflows.
- Proficiency in Power Automate (Flow) to create and manage workflow automation.
- Knowledge of Microsoft Forms and Adobe Forms for data collection and process automation.
- Strong problem-solving skills with the ability to identify process inefficiencies and create digital solutions.
- Experience in digital transformation projects or improving business process automation.
- Excellent written and verbal communication skills, with the ability to train and support non-technical users.
- Australian Police Clearance.
- Working With Children Card.

Desirable:

- Experience with Power Apps and Power BI for data visualization and automation.
- Familiarity with compliance and policy management frameworks.
- Experience integrating SharePoint with third-party applications.

Why join Fairbridge?

- Work in a supportive and collaborative environment where your work directly improves operations.
- Opportunity to lead digital transformation projects that make a real impact.
- Professional development opportunities to expand your skills in automation and workflow management.
- Flexible work arrangements available.

Commitment to Child Safety

Fairbridge Western Australia Inc is a child-safe employer, dedicated to the welfare and protection of children. All employees and volunteers must comply with our Child Safe Policy and Code of Conduct. Applicants will be required to provide a National Police Clearance and Working with Children's Check.

To Apply

If you're ready to take on a dynamic role in digital automation and help streamline operational processes at Fairbridge, we'd love to hear from you! Please send your latest Resume, Cover Letter, and contact details for 3 referees to careers@fairbridge.asn.au

