

ScanMed RFC is looking for on-call / part-time service of
website management and Microsoft 365 administration

The background:

The Scandinavian-Mediterranean Rail Freight Corridor (ScanMed RFC) maintains an external website as well as an internal website. The external website is built in WordPress along with other extensions. SharePoint and Microsoft 365 power the internal website.

The task:

Together with the Administration Communication Officer at ScanMed RFC the person providing the service, develops both the external and internal website through various tasks. WordPress maintenance and enhancement is at the core. Microsoft 365 maintenance includes administration within the different parts of Microsoft 365 with a key focus on SharePoint. The person, while providing the service, can share information as informal training on-the-job with the ScanMed RFC person, so that they can take over some tasks.

The Managing Director and the Administration Communication Officer will outline the objectives and what needs to be achieved.

The requirements:

At least 4 years of experience with WordPress as a website administrator, good working knowledge of Elementor and associated plug-ins from an administrator perspective.

At least 4 years of experience in Microsoft 365 as a global administrator. Genuine working knowledge of all parts of the global administrator responsibilities such as Azure, billing and compliance.

A couple of years working knowledge of administrating SharePoint Online.

The time needed:

This role will function, primary, as an on-call person (remote role, use of MS Teams). The tasks will amount up to 6 hours per week.

The first assignment is for six months, renewable (we could start with, in average, 6 hours per week, for six months, meaning circa 150 hours in total).

Further information:

The request for offers to provide with this service is published for 15 days. We inform you that, for a process optimization, we'll gather your messages until the publication is online and we'll reply only to the profiles that are more respondent to the above description.

Your offer must be sent to: er@scanmedfreight.eu , other ways to send your offer cannot be accepted.

Best Regards

ScanMed RFC