



Microsoft 365 Administrator [Exclusive job](#)

Job Information

Recruiter

NEXUS Corporation

Job ID

1614400

Industry

IT Consulting

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

September 25th, 2026 18:08

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are looking for an experienced Microsoft 365 Administrator with 10+ years of experience to provide complete administration and support of the Microsoft 365 environment and its capabilities.

Job Responsibilities:

- Provide complete administration of the Microsoft 365 environment and its capabilities.
- Support messaging and productivity environments in the Microsoft 365 Cloud.
- Perform testing, implementation, and deployment of Exchange Online.
- Support the building, upgrade, maintenance, migrations, and deployments related to Microsoft Exchange.
- Provide primary on-site support for Microsoft 365 issues.
- Query the Exchange environment using the Office 365 Command Online tool.
- Implement and support security policies, such as data retention.
- Manage problem resolution to a satisfactory completion by keeping abreast of assigned tickets and following the proper escalation processes via the ticketing system.
- Review, test, and make recommendations for standard email practices.
- Support anti-spam filtering, logging, email tracking, and transport rules.
- Support Single Sign-On using Active Directory Federation Services with Multi-Factor Authentication.
- Perform scripting administration tasks and reporting using PowerShell.

- Develop scripts for automating processes within the environment.
 - Help ensure team performance meets or exceeds defined Service Level Agreements.
 - Perform migrations and deployments related to the building, upgrade, and maintenance of MS Exchange.
 - Conduct monthly audits of the Active Directory environment to reconcile users.
 - Consult with Integrated Product Teams (IPT) and product owners to establish better process flow to mitigate incidents and tasks.
 - Manage users' mobile devices through Mobile Device Management (MDM) solutions using MS Intune.
 - Troubleshoot ActiveSync issues with mobile devices.
 - Troubleshoot issues with Microsoft 365 Teams.
 - Create security and distribution groups in Active Directory.
 - Update, contribute to, and maintain local SharePoint team sites as procedures and documentation change.
 - Create user guides and instructional documents for end users.
 - Manage user onboarding and off boarding.
 - Assign group and file-level permissions in Active Directory.
 - Train local support team members, Relationship Managers, and Data Analysts on incident origination processes and modifications implemented within the ticketing system.
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Required Skills

The skills and experience we are looking for:

- The candidate should have 10+ years of experience and strong expertise in Microsoft 365 administration and related technologies.
 - Expert knowledge of the Office 365 platform, Exchange Online, SharePoint Online, Teams, Power BI, Security & Compliance Center, Office ProPlus, and OneDrive for Business.
 - Expert knowledge of Azure Active Directory, EMS, and the Microsoft Identity Platform.
 - Expert knowledge of PowerShell for managing on-premises and Office 365 environments.
 - Deep experience with Public Folder and PST migration complexities.
 - Experience with PowerShell, LDAP, Active Directory, Azure, file transfer protocols, APIs, and troubleshooting data flows.
 - Familiarity with application monitoring tools and reviewing log files.
 - Availability, on occasion, for off-hours emergency support for critical applications.
 - In-depth knowledge of Office 365 licensing, features, and policies.
 - Good understanding of Microsoft Office 365 roadmaps and future developments for productivity tools to ensure smooth introduction and implementation within a Citrix environment.
 - Familiarity with Cloud Access Security Broker technology.
 - PowerShell scripting expertise within Office 365, Azure AD, Teams, and SharePoint.
 - Experience with Microsoft Active Directory services, including forest and domain design, policies, topology, replication, and trusts.
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Company Description