


# Microsoft 365 Administrator 独占求人

## 募集職種

**人材紹介会社**
株式会社ネックサス

**求人ID**
1614400

**業種**
ITコンサルティング

**雇用形態**
契約

**勤務地**
東京都 23区

**給与**
経験考慮の上、応相談

**更新日**
2026年11月06日 00:00

## 応募必要条件

**職務経験**
6年以上

**キャリアレベル**
中途経験者レベル

**英語レベル**
ビジネス会話レベル

**日本語レベル**
ビジネス会話レベル

**最終学歴**
大学卒： 学士号

**現在のビザ**
日本での就労許可が必要です

## 募集要項

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.

## スキル・資格

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.

## 会社説明