



Microsoft 365 Administrator 👍 独占求人

募集職種

人材紹介会社

株式会社ネックス

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09月25日 18:08

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