Sharepoint / Exchange Admin (Office 365 Admin)

- **Vacancy for:** 1
- **Posted on:** July 10, 2018
- **Deadline:** July 25, 2018, 11:55 p.m.

Basic Job Information

Job Category	: IT & Telecommunication
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level   : Under Graduate (Bachelor)
Experience Required : More than 3 years

Other Specification

Education:

Bachelor Degree in Computer Science, information systems or an equivalent combination of education, training and experience. Industry specific certifications – ITIL, MCSE etc. – desirable.

Requirements:

- At least 3 years of hands-on technical experience in enterprise IT exchange and Sharepoint systems configuration, management and monitoring
- Demonstrated understanding of Office365 platform – exchange services, sharepoint, skype for business, Azure AD, MFA, SSO, etc.
- Prior hands-on experience in an Exchange and/or Sharepoint Administrator role withadvanced powershell scripting skills to automate processes
- Active Directory and Azure AD experience
- Knowledge of information security standards and best practices, including system hardening, access control, identity management and network security. Experience with HIPAA a plus.
- Positive attitude, ability to work in a distributed team environment and ability to multi-task in a fast-paced environment with minimal supervision

Job Description

Principal Responsibilities and Essential Duties:

- Provide technical expertise on Office 365 services: Exchange, Sharepoint, Skype for Business, Microsoft Azure, Multifactor Authentication, Single Sign On
- Support and configure SharePoint environments, which include the organization's main intranet portal, team sites, external site and other extranet initiatives
- Maintain accurate documentation processes for areas of responsibility
- Develop and strengthen automation through scripting to improve IS&T processes and delivery
- Responsible for patching Exchange platform (in hybrid environment) to meet security requirements
- Recommend, implement and assure compliance with policy and procedures affecting enterprise technology infrastructure. Including
- Assists in development, maintenance and testing of contingency plans, incident
- response protocols, general maintenance and lifecycle planning for corporate
- infrastructure assets – exchange, sharepoint, Azure services, Multifactor
- Authentication, Single Sign On
- Participate in on-call system administration support including but not limited to weekends, holidays and after-business hours as required to service the needs of the business

- Participates in the setting of objectives, strategies, plans, programs, performance standards/measures and procedures, as a member of the IT team
- Provides input and assistance to other IT projects
- Other duties as assigned

To apply:

please login to **http://www.verscend.com.np/jobs**

Applying Procedure

Apply Link : https://merojob.com/sharepoint-exchange-admin-office-365-admin-2/