

Systems Administrator

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Salary range: DOE
Employment status: Contract / Temporary

Description

Systems Administrator (O365 & Active Directory)
Location: Jacksonville, FL

We are currently seeking an experienced Systems Administrator specializing in Office 365 (O365) and Active Directory (AD) to join our IT team. This position will play a key role in maintaining our IT infrastructure, ensuring high availability, and improving our processes and security.

Responsibilities:

- Administer, configure, and troubleshoot Office 365 services, including but not limited to Exchange Online, SharePoint Online, and Teams.
- Manage Active Directory services, including user and group management, Group Policy Objects (GPOs), and directory synchronization between on-premises and Azure AD.
- Monitor system performance, conduct regular system audits, and prepare performance reports.
- Ensure system security through regular updates, patch management, and adherence to best practices.
- Collaborate with the IT team to implement new projects, upgrades, and migrations related to O365 and AD.
- Provide end-user support and training for O365 applications and related technologies.
- Develop and maintain documentation for system configurations, procedures, and service records.
- Participate in the IT on-call rotation, providing emergency support as needed.

Requirements

Qualifications:

- Bachelor's degree in Computer Science, Information Technology, or related field.
- Minimum of 3 years' experience in systems administration with a focus on Office 365 and Active Directory.
- Strong understanding of Microsoft environments and cloud services, especially Office 365 and Azure Active Directory.
- Experience with PowerShell scripting for automation and administration tasks.
- Knowledge of networking principles and technologies (DNS, DHCP, TCP/IP).
- Excellent troubleshooting and problem-solving skills.
- Strong communication and interpersonal skills, capable of working well in a team environment as well as independently.
- Relevant certifications (e.g., Microsoft Certified: Microsoft 365 Certified: Enterprise Administrator Expert, MCSA, MCSE) are a plus.

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