

Job Description

Position Title: Microsoft 365 Developer

Location: Addison, TX

Position Status: Full-time

Division & Department: Corporate Services, IT

Position Reports to: Director, IT

Company Description:

Authentix®, the global leader in authentication, provides brand protection, excise tax recovery, and traceability solutions to governments and Fortune 500 companies around the world. Since 2003, Authentix has helped safeguard clients in the oil and gas, pharmaceutical, spirits, tobacco and consumer goods industries from counterfeiting, smuggling and adulteration issues. In addition, Authentix protects the currencies of six G8 central banks. Innovative nano-scale engineering, traceability expertise and cutting-edge sensor knowledge help Authentix create effective customized solutions that address each client's needs. To date, Authentix has helped recover \$11 billion in lost revenue for our clients. For more information visit Authentix.com.

POSITION OVERVIEW AND DEFINITION:

The Microsoft 365 Developer is responsible for management, maintenance, and support for all 365 applications and functions, as well as require development of cross functioning applications or solutions for Corporate Services. The Microsoft 365 Developer reports to the IT Director. The Microsoft 365 Developer works closely with other key personnel across all departments.

FUNCTIONAL DESCRIPTION

The essential elements listed below are representative of the functions that must be performed to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- 365 Development and Management
 - SharePoint, PowerApps, Flow, PowerBI, Forms, Outlook, Teams, etc.
- MS 365 Administration
 - Identity & Permissions, Alerts, Maintenance, Licensing, OneDrive, etc.
 - Skills Not Required but a Plus: Dynamics, Project, Security & Compliance
- MS Exchange Administration
 - Rules, Mail Flow, Permissions, Shared Resources, etc.
- Ability to Intergrade 3rd party solutions to the Microsoft Suite
- Support Internal or External Ticket Help Desk as needed
- Basic PowerShell Scripting
- *MS Azure proficiency a plus but not required

KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

Job Description

- Microsoft Office Suite / Office 365 administration
- Support IT Projects for optimization or cost efficiency
- Security and Best Practice proficiency
- Ability to communicate technical concepts to both technical and non-technical audiences
- Proven ability to work successfully with limited supervision
- Ability to take direction and collaborate / lead team projects
- Excellent written and verbal communication skills. Comfortable communicating in person and via phone with peers, management, contractors and vendors.
- Strong planning, organizing and prioritizing abilities. Target focused, proactive and keen to spot opportunities to refine and improve processes and service
- Ability to outsource effectively, and manage multiple concurrent projects
- Ability to manage MSPs and outsource environments
- Very proficient in IT management tools to monitor and troubleshoot IT systems
- Very proficient in backend systems, systems of records, client and web technologies
- Can offer and support multi-tiered services
- Aptitude for learning new technologies
- Has some general know ledge of efficiency disciplines (Lean, six sigma and others)
- Very road knowledge of legacy and emerging information systems
- Must have excellent communications skills
- 2+ years of experience

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- None

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [**office/warehouse/lab**] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [**office/warehouse/lab**] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 50 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.