

Job Description

Position Title: Microsoft 365 Engineer

Location: Addison, TX

Position Status: Full-time

Division & Department: Corporate Services, IT

Position Reports to: Director, IT

POSITION OVERVIEW AND DEFINITION:

The Microsoft 365 Engineer is responsible for management, maintenance, and support for all 365 applications and functions, as well as learning and maintaining of cross functioning applications or solutions created internally. The Microsoft 365 Engineer reports to the IT Director. The Microsoft 365 Engineer works closely with other key personnel across all departments.

KNOWLEDGE AND SKILLS

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.

- MS 365 Administration
 - Azure AD, Identity & Permissions, Alerts, Maintenance, Licensing, OneDrive, etc.
- MS Exchange Online (Online Only, not On-Prem)
 - Security & Compliance, eDiscovery, CAS, Rules, Mail Flow, Permissions, Shared Resources (Meeting Rooms), Security & Compliance, Threat Protection, etc.
- Networking
 - VLAN, VPN, DHCP, DNS, NAS, Switches, etc.
- Virtualization
 - HyperV, VM Ware, VHD, etc.
- Active Directory
 - Site Replication, Advanced GPOs, domain wide maintenance, etc.
- Knowledge of 365 Applications
 - SharePoint, PowerApps, Flow, PowerBI, Forms, Outlook, Teams, etc.
- Ability to Intergrade 3rd party solutions to the Microsoft Suite
- Troubleshoot Internal or External Support and Help Desk
- Basic PowerShell Scripting

Additional skills preferred but not required, (training will be provided):

- Azure Suite
 - VM's, Web Apps, Logic Apps, Intune, Defender ATP, AzAD P2, etc.

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ADDITIONAL ABILITIES

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.

- 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
- Can offer and support multi-tiered services
- Aptitude for learning new technologies
- Has some general knowledge of efficiency disciplines (Lean, Agile, Scrum, etc)
- Very good knowledge of legacy and emerging information systems
- Must have excellent communications skills
- 2+ years of experience of “Knowledge and Skills” description

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.