



Position: Senior MS365 Enterprise Administrator

Education: B.S. in a Computer Information Systems or Business or a related field

Job Description:

The Senior MS365 Enterprise Administrator shall have experience migrating data from on premise solutions into MS365 services such as SharePoint online, Exchange Online, and Teams. Candidate must have expert level knowledge of deploying, configuring, and supporting MS Teams VOIP solutions., this includes but is not limited to configuring and deploying Auto-Attendants and Call Queues.

Responsibilities:

- Serves as a POC for customer relations, acting as a SME in department-level working groups.
- Ensuring adequate program controls are applied to each task area, including scheduling, resource allocation, direction, cost quality control, report preparation, establishing and maintaining records, and resolution of customer complaints.
- Resolving quality, timeliness, and accuracy issues.
- Ensure CDRL quality prior to submission to the Government
- Adjudicating any contractor personnel performance issues with the TPOC and COR.
- Performing project management and business process development functions.

Qualifications:

- 5+ years of experience in Project Management in IT/Computer Network Operations field
- Project lead experience, demonstrable history of leading successful deployments of enterprise class solutions
- Skilled at producing technical documents and engineering diagrams, strong written and verbal skills, team focused
- Experience administering MS365 in an enterprise environment
- MS365 Enterprise Administrator Expert preferred