

Aprosoft Consulting and Training Corp. Ltd.

JOB POSTING FOR IMMEDIATE HIRE

Job Title: Microsoft 365 Administrator

Number of Vacancies: 1

Aprosoft is a fast-paced organization with tremendous opportunities to learn and expand your skills in a friendly and caring work environment. We are looking for a Microsoft 365 SME Admin to help our clients maximize their experience with Office 365's cloud services. The right candidate will provision services, configure products, secure tenants, and assist customers in making the best use of their subscriptions within the Office 365 product suite.

Job Responsibilities:

- Address reactive issues from Microsoft 365 customers
- Implementation, maintenance, and troubleshooting of all Microsoft cloud products and licensing
- Work with new and existing customers to further their implementation of Microsoft cloud products
- Configure Microsoft products for customers through projects
- Work with the internal IT to ensure full implementation and best utilization of Microsoft cloud products
- Perform related duties as assigned by supervisor

Employment Status:

- Full-time (Monday to Friday with Office time 1:30 PM to 10:30 PM Dhaka time)

Educational Requirements

- B.Sc in Computer Science and Engineering or equivalent field from a reputable university

Skills and Experience Requirements:

- 2-3years of experience in roles such as system administrator, system engineer, cloud engineer.
- Experiments with Core Microsoft 365 products such as Exchange Online, Microsoft Teams, OneDrive, and SharePoint
- Working knowledge of Core tenants of Microsoft 365 security such as Conditional Access, Risky Sign-Ins, Risky Users, Multi-Factor Authentication, Microsoft 365 Groups
- Worked with Mobile Device Management, Mobile Application Management, and Microsoft Intune

- Experienced in Azure Active Directory and Active Directory
- Must be self-motivated and have a strong desire to investigate, learn, and share new technologies and concepts
- Good verbal and written communication skills in English a must

Job Location:

- Dhaka

Compensation & other benefits

- Company sponsored evening drop off transportation service to selected locations within Dhaka
- Food: Lunch and evening snack will be provided at office
- 2 Festival Bonus (After successful completion of probationary period)
- Additional Performance Bonus may be awarded to outstanding team members by management decision at any point of the time (After successful completion of probationary period.)
- Full access to subscription based professional online technology training
- We provide a working environment which is friendly, open minded, professional, value oriented.
- At Aprosoft, grow your knowledge and expertise in the latest technologies and software industry best practices
- Aprosoft offers its team members a dynamic environment and platform to grow your career at a high pace.
- Work from home is allowed

Salary Range

- 80,000 BDT to 1,50,000 BDT per month

If you meet the outlined qualifications and requirements, please send your resume to careers@aprosoft.com mentioning the Job Title in the email subject .