



<https://www.rojgargroup.com/tech-jobs/microsoft-exchange-server-administrator/>

## Microsoft Exchange Server Administrator

### Job Location

Bangalore, Karnataka, India

### Description

- **Administration and Support:**
  - Manage and administer Microsoft Exchange Servers and related technologies.
  - Provide day-to-day on-call administration support.
  - Monitor and resolve issues related to Exchange mailboxes, message tracking, and transport logs.
  - Perform routine server maintenance, including backups, security checks, and restoring files.
  - Configure and maintain Exchange server software and related components.
- **User Management:**
  - Create and manage user accounts and mailboxes.
  - Perform mailbox moves and restores.
  - Manage file sharing permissions and monitor mailbox quotas/space.
- **Monitoring and Troubleshooting:**
  - Monitor server performance and run routine diagnostic tests.
  - Respond to and troubleshoot incidents to avoid potential system/network backlogs.
  - Monitor Exchange message queues and resolve non-deliveries.
- **Documentation and Automation:**
  - Create and maintain documentation for processes and procedures.
  - Develop scripts to automate tasks and improve efficiency.

### Responsibilities

- **Technical Skills:**
  - Proficiency in Microsoft Exchange 2010/2013/2019, Active Directory, Windows Server 2008/2012/2019.
  - Knowledge of clustering, DAG replication, and high availability technologies.
  - Experience with monitoring tools like Microsoft SCOM and ticketing systems.
- **Soft Skills:**
  - Excellent verbal and written communication skills.
  - Strong problem-solving and troubleshooting abilities.
  - Good time management and customer service skills.

### Hiring organization

Rojgar Group

### Employment Type

Full-time

### Qualifications

- Bachelor's degree in computer science, Information Technology, or a related field.
- Relevant certifications such as MCSE, MCSA, or ITIL are preferred.
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### Base Salary

INR 10,00,000 - INR 12,00,000

### Experience

3+ years of experience in managing Windows servers and Exchange environments.

### Contacts

Share

Resume:

[rojgargroup.cv@gmail.com](mailto:rojgargroup.cv@gmail.com)

Fill the forum:

<https://forms.gle/CKERD.JZY8vaHRW4W9>

### Date posted

September 22, 2024