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

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Date posted
September 22, 2024