

## Microsoft Office 365 Systems Administrator

Base Location: London

The Microsoft Office 365 Systems Administrator reports to the manager workplace and infrastructure EMEA and will join the team responsible for administration, configuration and support of the Microsoft 365, infrastructure and workplace environment. As well performing configuration and administration on those systems, the successful candidate will provide L2-L3 support to the People 2.0 users. In addition, they will ensure that the SharePoint Online, OneDrive and Teams environment as well adapted to the company's requirements and functions in a secure and complain manner.

### What you'll get to do:

- Administration and support for Office 365, Microsoft Exchange Online, SharePoint Online, OneDrive and Teams
- Maintain and configure Intune/ autopilot
- Work with MSP to optimize client support
- Overseeing system performance and troubleshooting of L2-L3 issues
- Prioritize support and maintenance tasks in order to meet service level agreements
- Build, configure & deploy new desktop/laptop/server/network equipment
- Support the organization through the use of Power Automate, SharePoint Online, Teams, etc
- Ensure comprehensive documentation of procedures is maintained, and system documentation and support processes are regularly reviewed
- Provide hands-on support in local office, if required
- Make occasional trips to other People 2.0 offices, as required
- Work within a multi-national, cross-functional team

### Skills and experience we value:

- A degree or equivalent professional qualification/experience in IT
- Minimum 3 years of progressive experience in IT roles
- Experience supporting an international, high-growth organization
- Fluent in English, other languages a distinct advantage
- Results driven, with a strong sense of accountability
- Proactive, dynamic and able to adapt in a fast-changing environment
- Self-motivated, goal-focused, able to work effectively with minimum supervision
- Autodidact
- Demonstrable experience in Microsoft systems administration and support
- Experience in Azure, Azure AD, Intune, Autopilot, Exchange Online configuration and support
- Experience in SharePoint configuration, administration & support
- Experience with Power Automate and Teams
- Ability to apply ITIL processes to the provision of IT support
- Good written, verbal and interpersonal communication skills, ability to deal with



- demanding clients
- A collaborative approach to working with a range of stakeholders across teams, divisions & locations

### What we have to offer:

- Flexible Work Program (work from home and hybrid options)
- Company Pension
- Colleagues from across the globe

### How to apply:

Send your cover letter and resume to [recruiter@people20.com](mailto:recruiter@people20.com) and reference the job title and location.

### About People2.0

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business. [People20.com](https://people20.com)

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by law.