

Active Directory Administrator

This role requires planning, development and maintenance of technical business infrastructures. Exchange Server 2007 and Windows Server 2008 as well as Active Directory administration will be the primary role for this person. From time to time it will be required that the person provide direct support to the Customer in a timely and courteous fashion.

You will be responsible for:

- Providing day to day support for in house and external clients in relation to Exchange and AD Administration.
- Analyzing and providing technical solutions to business needs during migrations.
- Participating in migration projects and operational projects.
- User account (ID) creations, maintenance, and deletions for access to network resources.
- Maintenance of Exchange email resources such as mailboxes, distribution groups, Global Address List updates, and related services.
- Implementing and maintaining user security and folder permissions. Provide reporting of same.
- Managing security group membership to provide access to files and folders for network applications and shared data.
- Large scale file and folder moves, restructuring, and permission setting.
- Responding and resolving customer incidents/service requests pertaining to Domain and Exchange administration.
- Development and modification of domain and exchange administration documentation, processes, and guidelines.

The successful candidate will possess:

- Five years or more experience in the area of Exchange & AD Administration.
- Experience working within large and complex technical environments.
- Basic knowledge of Networking Concepts.
- Exceptional customer support skills.
- Skill in working independently.
- Skill in working in fast-paced, stressful environments.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Excellent over-the-phone troubleshooting skills with vendors, clients, and partners.
- Excellent follow through with great attention to detail.
- Strong written, interpersonal and verbal communication skills.
- A team-focused attitude.

Technical requirements:

- Active Directory; Batch & VBS Scripting; NPS Policies; Group Policies; Sites & Services.
- DNS, DHCP, DFS, DFSR; Terminal Services; Backup Exec.
- Exchange 2003/2007 mix environments; SQL 2005/2008; Powershell; Exchange 2007 Clustering & MS NLB SS Certificates.
- Must be familiar with various types of servers and hardware with an emphasis on HPDL ML Servers Dell P.E. and IBM Blade Centers.
- Familiarity with HP SAN servers is a plus