



Office 365 Administrator/ Associate Systems Administrator

Who is OmniSite?

OmniSite is an industry leader in IoT and M2M monitoring solutions providing products and services to water, wastewater, and other industries across North America. We engineer, build, and support cellular devices that help protect the environment by detecting problems before spills occur. Our products are also used to monitor a variety of other industrial equipment. OmniSite is an equal opportunity employer. Find out more about OmniSite at www.omnisite.com.

What does OmniSite offer?

OmniSite offers a flexible schedule, a friendly and casual environment, and the ability to work within one of the fastest growing industries in the country. Our team members work a 4-day work week, get paid holidays and start with 2 weeks of paid vacation. We also offer paid training, competitive pay, health insurance, and a company 401(k) with match.

OmniSite operates out of its newly renovated 10,000+ square foot headquarters. Conveniently located just south of downtown Indianapolis, our building was originally built in the 1880s and now features an open concept, natural light, an exercise room, and employee café.

What is OmniSite looking for?

OmniSite is looking for a full-time Junior Systems Administrator to become the second member of our IT/Operations team. This position will work closely with the Senior Systems Engineer in all facets of IT operations. However, we are specifically looking for a candidate who possesses experience, or a strong desire to gain experience in Microsoft's Office 365 platform. OmniSite wants to invest in Office 365 training and certification for the right candidate who demonstrates the desire and ability to learn new concepts.

Additionally, the Junior Systems Administrator will be involved in and contribute to everything from desktop and printer support, server and network operations, engineering support, and everything in between.

Responsibilities

1. Subject matter expert in OneDrive data storage and sharing concepts
2. SharePoint administration, specifically the development of sites and dashboards
3. Proficiency in, and the ability to train others in Office Online, Project, Teams, etc.
4. Attend Office 365 trainings (on or off-site) and pursue Office 365 certifications
5. Return from training with the knowledge required to apply Office 365 solutions to our environment
6. General desktop support
7. Printer support
8. Network troubleshooting
9. User account provisioning
10. Workstation configuration
11. Server maintenance
12. Participation in on-call rotation
13. Systems uptime and alert monitoring
14. Close integration with the Software Development team
15. Documentation of systems and procedures
16. User training
17. Other tasks as assigned.

Qualifications

1. College degree in IT-related field
2. **OR** IT-related certifications plus relevant work experience
3. **OR** 3 years of equivalent work experience
4. Solid understanding of networking fundamentals
5. Strong understanding of Windows environments
6. Exposure to Microsoft Office 365
7. Desire to learn new concepts and attend training
8. Ability to take direction and operate successfully in a team
9. Desire to take personal ownership of specific processes and duties
10. Excellent written and verbal communication skills
11. Demonstrated analytical and problem-solving skills
12. Desired: Office 365 administration experience
13. Desired: PowerShell scripting experience
14. Desired: Front end web development experience
15. Responsibilities, skills, and working conditions may change as needs evolve.

To Apply

Please email resume to: recruiting@omnisite.com; or mail resume to: OmniSite, 203 W. Morris Street, Indianapolis, IN 46225, Attention: Recruiting.