

# EasyDo Digital Technologies

<https://easydo.co/job/sharepoint-system-admin/>

## SharePoint System Admin

### Description

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### Empowering our Clients with People-Driven Digital Innovation Across Europe

**We are a Group managing digital IT services and solutions**, driven by people, innovation, agility, and deep industry insight. We are working with the largest private and public institutions to deliver IT services and solutions.

Being an entrepreneurial digital services group with a Human-Sized Tech Company, we are built by passionate experts and led by seasoned leaders in IT and digital transformation.

### Hiring organization

EasyDo Digital Technologies

### Employment Type

Full-time

### Date posted

October 7, 2025

### Responsibilities

- Install, configure, and maintain hardware and software components of the information systems.
- Set up, configure, and maintain server OS, ensuring they run efficiently and securely.
- Manage virtual environments and cloud-based services.
- Monitor system performance, troubleshoot issues, and ensure security and efficiency.
- Conduct system testing and validation procedures.
- Document system configurations and technical processes.
- Manage the Infrastructure incident support queues activities on a day-to-day operational basis.
- Work closely with other Operations teams and vendors to ensure there is a coordinated approach to infrastructure support.
- Provide expertise and support in security engineering, incident response and risk management.

### Qualifications

- Bachelor's degree in Computer Science, Information Technology or related field.
- Proven experience as a Systems engineer or similar role.
- Previous hands-on experience with M365 and Sharepoint administration.
- Strong knowledge of operating systems, databases, networking, and hardware.
- Experience with systems and network security.
- Excellent analytical and problem-solving skills.
- Certifications such as CompTIA Server+, Microsoft Certified Systems Engineer (MCSE), or similar.

### Job Benefits

#### We offer:

- Competitive salary and the opportunity to have a meaningful job where you

can make a difference

- The chance to continuously evolve as a professional
- Medical insurance & Meal tickets.

## **Contacts**

### **Join Us at EASYDO**

With a team of 250 dedicated professionals, we combine technological excellence with a people-first culture. We believe in empowering talent, nurturing careers, and building long-term trust with our clients and our teams.