

ACTIVE DIRECTORY ADMINISTRATOR

QUANTA PHILIPPINES ROHQ



SUMMARY

The Active Directory Administrator will be responsible for managing and maintaining our Active Directory environment, ensuring the security, integrity, and availability of directory services. This role involves collaboration with IT teams to support user access and identity management.

SCOPE: Enterprise

DUTIES AND RESPONSIBILITIES:

- Manage and maintain Active Directory, including user account creation, modification, and deletion.
- Implement and enforce security policies related to user access and directory services.
- Monitor and troubleshoot Active Directory-related issues, including replication, group policy, and authentication.
- Assist in the design and implementation of directory services architecture.
- Conduct regular audits of Active Directory environments to ensure compliance with organizational policies.
- Collaborate with IT support teams to provide technical support for user access and permissions.
- Develop and maintain documentation related to Active Directory processes and procedures.
- Stay updated on industry trends and best practices related to Active Directory and identity management.
- Manage and monitor Azure subscriptions, resources, and services.
- Configure and manage Azure Active Directory, role-based access control (RBAC), and identity governance.
- Implement security best practices, including access controls, firewalls, and encryption.
- Automate tasks using Azure PowerShell and Azure CLI.
- Monitor Azure performance and troubleshoot issues to ensure high availability.
- Install, configure, and maintain Windows Server operating systems and related services.
- Monitor server performance and troubleshoot issues to ensure high availability and reliability.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Required Education and Experience:

- Bachelor's degree in Computer Science, Information Technology, or related field (or equivalent experience).
- Proven experience in managing Active Directory in a Windows Server environment.
- Strong knowledge of Group Policy Objects (GPOs), user rights, and permissions.
- Experience with directory services monitoring and troubleshooting tools.
- Familiarity with PowerShell scripting for automation tasks is a plus.
- Excellent problem-solving skills and attention to detail.
- Strong communication and interpersonal skills.

Preferred Qualifications:

- Relevant certifications (e.g., Microsoft Certified: Azure Administrator Associate, MCSA: Windows Server).
- Experience with cloud identity services (e.g., Azure Active Directory).
- Knowledge of network protocols and security best practices.

COMPETENCIES:

- Customer service oriented and proactive in anticipating and resolving problems while maximizing efficient use of available IT resources.
- Uses excellent problem-solving, communication, and interpersonal skills along with a patient, positive, and customer-friendly attitude within a team environment.
- Demonstrates outstanding customer orientation and desire to enable client productivity.
- Communicates effectively and efficiently with technical and non-technical audiences at all levels of organization; utilizes appropriate communication channels for given situations.
- Always acts professionally and tactfully in all situations; maintains a professional demeanor and appearance.
- Produces high quality work results with a sense of urgency while maintaining a high level of focus on detail, exactness and completeness.
- Builds leveraging relationships & teamwork environment with clients, peers and other IT teams that facilitate knowledge and information sharing; contribute to team's body of knowledge; being recognized as a dependable member of team and a source of positive energy and attitude for clients and team.
- Adheres to change management and documentation policies.
- Good written and verbal communication skills