

Job Title: IT Administrator – Microsoft 365 & Security

Department: Information Technology

Employment Type: Full-time

Location: Athens (On-site)

Role Description

We are seeking a skilled IT Administrator specializing in Microsoft 365 and Information Security to join our IT team. In this role, you will be responsible for the administration, security, and governance of our Microsoft 365 environment, ensuring secure access to systems and data while supporting the organization's compliance with modern cybersecurity requirements, including the NIS2 Directive.

The ideal candidate will have strong experience in Microsoft 365 administration, identity and access management (IAM), and security policy implementation, with the ability to monitor systems, manage permissions, and support cybersecurity and compliance initiatives.

Key Responsibilities

- Administration and day-to-day management of **Microsoft 365 services**, including:
 - User, group, and license management
 - Tenant configuration and maintenance
- Management of permissions and access control across:
 - Exchange Online
 - SharePoint Online
 - OneDrive
 - Microsoft Teams
- Administration and configuration of **Azure AD / Microsoft Entra ID**
- Implementation and management of security policies and controls, including:
 - Conditional Access
 - Multi-Factor Authentication (MFA)
 - Role-Based Access Control (RBAC)
 - Least Privilege access principles
- Monitoring and analysis of **security alerts, audit logs, and access reviews**
- Management of **Identity & Access Management (IAM)** processes
- Participation in **incident response and security investigations**
- Documentation of **IT procedures, security policies, and system configurations**
- Support organizational **compliance and cybersecurity initiatives related to NIS2**, including:
 - Access control governance
 - Risk management processes
 - Logging and monitoring

- Business continuity and secure access resilience
- Collaboration with internal teams and external partners to improve the organization's cybersecurity posture

Qualifications & Skills

Required Qualifications

- Proven experience in **Microsoft 365 administration**
- Strong understanding of **permissions management, IAM, and security best practices**
- Hands-on experience with **Azure AD / Microsoft Entra ID**, including Conditional Access
- Familiarity with **cybersecurity frameworks or regulations (e.g., NIS2, ISO 27001, NIST)**
- Ability to work independently and maintain **technical documentation**
- Strong problem-solving and analytical skills
- Good command of **English (written and spoken)**

Preferred Qualifications

- Experience with **Microsoft Defender security solutions**
- Experience participating in **security audits or compliance projects**
- Knowledge of **ISO/IEC 27001 or similar information security standards**
- **Microsoft certifications** (e.g., Security, Azure, or Microsoft 365 related)
- Experience with **PowerShell automation for Microsoft 365 administration**

What We Offer

- Competitive salary based on experience
- Group private health insurance
- Performance-based bonus
- Stable and professional IT environment
- Opportunities for **professional development and certification**

If you're interested in this role, please apply through our website form or send your CV at jobs@koper.gr.