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# Example of Messaging Administrator Job Description

Our innovative and growing company is hiring for a messaging administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for messaging administrator

* O365 distribution list maintenance for a global organization
* New mailbox provisioning
* License allocation and maintenance
* O365 AD object administration during acquisitions or migrations
* Delegated access, send as permissions
* All other tasks related to an o365 messaging infrastructure
* Help resolve client side (Outlook) issues
* Research system issues to determine root cause, and work with other departments to implement a plan of action to resolve these issues
* Coordinate with service providers, vendors and various teams throughout the organization to ensure timely resolution on all computer related systems and peripherals
* Monitor performance of Windows Server environment and take appropriate proactive measures to prevent impacts

## Qualifications for messaging administrator

* 6+ years of PERL code analysis
* 5+ years of Cloud based GoogleApps products
* 5+ years of SQL query language skills
* 3-5+ years of Splunk query skills
* 2+ years of Exchange 2010
* Exchange architecture skills