



De Gruyter Brill is a global leader in scholarly publishing in the humanities and beyond. Combining a rich heritage dating back to 1683 with a forward-looking mindset, our mission is to publish and curate indispensable research that breaks boundaries, builds new bonds, and shapes a better future. Join our diverse and passionate team of over 600 colleagues around the world – and help us shape the future of scholarly communications.

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# System Administrator M365 (f/m/d)

## Our european locations | Full-time | 01.10.2025

We are looking for a highly skilled and experienced Microsoft 365 Administrator to join our IT infrastructure team. In this role, you will manage, administer, and support our organization's Microsoft 365 environment, including Exchange Online, SharePoint Online, OneDrive, and Microsoft Teams and our OnPrem Active Directory. The ideal candidate will have in-depth knowledge of Microsoft 365 technologies, best practices, and hands-on experience in implementing and managing M365 solutions to ensure a secure, efficient, and user-friendly environment. This is a permanent role based in Berlin.

### Your tasks

- Plan, develop, and maintain Microsoft 365 related services
- Perform Microsoft 365 tenant management tasks
- Administrating and managing of Microsoft-based systems (Windows Server, Windows) and services in Microsoft Azure and OnPrem
- Analysis and Resolution of technical issues
- Co-operation with the IT Operation team for user support requests
- Support, continuous improvement and documentation of the systems that our team is responsible for

### Your profile

- 3+ years of professional experience in IT, with hands-on expertise in Microsoft applications Active Directory, etc.
- Experience with Microsoft 365 and Azure cloud services is highly desirable
- Proficiency in Microsoft Intune or other endpoint management platforms
- Strong PowerShell scripting skills for automation, reporting, and system administration tasks
- Microsoft 365 certifications are a strong advantage
- Proficiency in SharePoint administration is an advantage

- Excellent communication skills in English, both written and verbal
- Dutch or German as a second language skill is an advantage
- Ability to work collaboratively in a team while also thriving in independent tasks
- Openness to adopting new technologies and incorporating diverse perspectives

## We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime, and flexible home office arrangements to support a healthy work-life balance, alongside a substantial vacation allowance and additional special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

**Jessie Strang**  
**People + Culture**

Apply Now!

