

REMOTE IT COORDINATOR WITH
MICROSOFT 365 EXPERIENCE

BASE SALARY

USD 65000 - USD 75000

DESCRIPTION

IT Coordinator

Company: Steifman / UtiliSave

Work Mode: Fully Remote

Employment Type: Full-time

Location: Remote (United States)

Working Hours: Eastern Standard Time (EST)

Salary: \$65,000 – \$75,000 per year

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- 401(k) with company match
- Paid time off
- 11 paid holidays
- Performance-based bonus

Contact Details

Email: recruit@utilisave.com

About the Position

HIRING ORGANIZATION

UtiliSave

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 08/13/2026

UtiliSave is hiring an IT Coordinator. This is a hands-on technical position. It is not only a helpdesk role.

You will be the first point of contact for IT support and vendor issues. You will also work with developers on testing and technical tasks. The company is currently modernizing its technology systems.

The role includes work with Microsoft 365 Dynamics 365 AWS and AI-powered tools. You will also have opportunities to grow into more technical development and scripting work.

Key Responsibilities

- Handle daily IT support requests.
- Set up Microsoft 365 accounts.
- Configure email accounts.
- Manage access and permissions.
- Troubleshoot hardware issues.
- Troubleshoot software issues.
- Communicate with IT vendors.
- Work with hosting vendors.
- Work with infrastructure vendors.
- Manage software vendor communication.
- Create JIRA tickets.
- Update JIRA tickets.
- Groom IT and development tickets.
- Track open IT requests.
- Follow up on pending issues.
- Support developers with testing.
- Execute test cases.
- Validate technical changes.
- Document software issues.
- Track issues until resolution.
- Maintain IT documentation.
- Update access lists.
- Maintain system configurations.
- Maintain technical runbooks.

Required Qualifications

You should have at least 4 years of experience in IT support systems administration or technical operations. You should have hands-on experience with Microsoft 365 administration.

You should know Exchange Online Teams SharePoint and Entra ID. Experience with JIRA is required. You should also be comfortable communicating with vendors and developers.

Strong troubleshooting skills are important. You should be able to explain technical concepts in simple language. You should also be comfortable working independently in a remote environment.

Additional Requirements

- Experience with Power Automate Power Apps or Power BI.

- Experience with Dynamics 365 or another CRM.
- Basic testing and QA knowledge.
- Experience documenting technical issues.
- Strong organizational skills.
- Strong follow-through.
- Good written communication.
- Good verbal communication.
- Ability to manage multiple requests.
- Experience with AI-assisted tools is preferred.

Nice to Have

- Azure Virtual Desktop experience.
- Power Platform experience.
- Dynamics 365 CRM experience.
- Microsoft certifications.
- MS-900 certification.
- PL-200 certification.
- MD-102 certification.
- Interest in software development.
- Interest in scripting.
- Experience with AI development tools.

Skills

- IT Support
- Systems Administration
- Microsoft 365
- Exchange Online
- Microsoft Teams
- SharePoint
- Entra ID
- JIRA
- Power Automate
- Power Apps
- Power BI
- Dynamics 365
- Azure
- AWS
- Testing
- QA
- Troubleshooting
- Vendor Management
- Technical Documentation
- Cloud Platforms
- AI Tools
- LLM Tools
- SQL
- Software Development Support
- Communication
- Problem Solving

Work Environment

This is a fully remote position. You must be based in the United States. You must also be authorized to work permanently in the U.S. without visa sponsorship.

The company works during EST hours. The role requires independent work and direct communication with both vendors and technical teams.

Compensation

The base salary is \$65,000 to \$75,000 per year. A performance-based bonus may also be available.

How to Apply

Send your resume and a short note to the company by email. Explain your experience with Microsoft 365 Power Platform or Dynamics 365.

You should also describe a low-code or automation solution you built. Explain the business problem it solved. The company also asks what interests you about its technology modernization work.

Use the subject line **"IT & Systems Support Specialist."**

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SKILLS

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- Systems Administration
- Microsoft 365
- Exchange Online
- Microsoft Teams
- SharePoint
- Entra ID
- JIRA
- Power Automate
- Power Apps
- Power BI
- Dynamics 365
- Azure
- AWS
- Testing
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