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Office 365 Engineer

Job Ref 104

Job Description

We are looking for an Office 365 Engineer to join us, with strong experience in designing, implementing and supporting all aspects of Office 365. You will be working alongside our finance, facilities and IT teams to roll out a new implementation of business central, and other ad hoc projects. The successful candidate will have a proven track record in managing and maintaining SharePoint sites, creation of flows using power automate, and in-depth knowledge of Microsoft PowerApps. The ideal candidate will also be able to take on additional responsibilities alongside their role to support the IT engineering team.

Responsibilities will include:

- Consulting with multiple departments to ensure that individual requirements are captured, and solutions are tailored to meet these needs.
- Collaboration with external partners to support the roll out of Business Central.
- Implementing robust solutions that can support a growing business at scale.
- Design, Implementation and support of PowerApps to unify First Light Fusion support tools across departments.
- Implementation and user support for Power BI dashboards and reporting.
- Working with IT security engineers to secure and harden Office 365 suite.

Essential

- Proven track record with Office 365 suite, Business Central, and Power BI.
- Design of Power Apps that can support 100's of users with different access rights.
- Experience in SharePoint with creation of automated flows.
- Understanding of Office 365 security implementation and best practices.
- Support, documentation and training of end users.
- Fast and effective problem-solving skills and a methodical approach to work.
- Strong communication and interpersonal skills.

Desirable

- Degree in Computer Science, or similar
- Microsoft Certification for Office 365/Business Central

First Light Fusion Ltd

Unit 10, Oxford Pioneer Park
Mead Rd., Yarnton, Oxford
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OX5 1QU

Company No – 07555858
www.firstlightfusion.com





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- Experience in role-based user access controls
- Experience of Microsoft Azure administration
- Prior experience with Windows & Linux administration
- GDPR foundation course

Benefits

- Very competitive salary
- 25 days annual leave (increasing to 28 with time in service) + bank holidays
- 8% employer pension contribution without matching requirements
- Relocation support
- Flexible working
- Generous share options scheme
- Free lunch and soft drinks
- Enhanced maternal / paternal leave
- Enhanced sick leave

Additional information

[How to apply](#)

Please send your application and CV to careers@firstlightfusion.com quoting the job title in the subject. If you don't hear back from us within four weeks, it means that unfortunately your application was unsuccessful at this time.

Informal enquiries may also be addressed to careers@firstlightfusion.com.

[The interview process](#)

We typically carry out two separate interviews, each one about sixty to ninety minutes long. The first one aims to understand how your skills match what is required for the job and the discussion will be focused on your areas of expertise. If successful, you will be invited to the second interview, which is more focused on your personal skills, and how your objectives align with the company mission and values. We try to understand the value you will add to First Light, and how you can thrive and be happy with us. There will be opportunity to ask us as many questions as you like.

If you are invited to the second interview, it's probably time to warm up two of your referees, as we may ask you to put us in touch with them. If you are the successful candidate, we will send you an offer letter and, once agreed, a contract.

If you are invited to an interview, we will certainly get back to you to let you know the outcome.

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To help with logistics issues, we can arrange so that the two interviews are organised on the same day. We will also reimburse reasonable expenses you incur to come to talk to us.

We don't have a dress code at First Light and regardless of seniority there is a good mix of t-shirts, trainers, shirts and blazers. For your interview, please dress in whatever makes you feel most confident and comfortable.

[Our commitment to equality, diversity and inclusion](#)

We are a small company with a huge mission. The only important aspect for the team, and for each individual, is the contribution they can make. Our selection process and requirements for career progression disregard gender, gender identity, race, disability, colour, religion, and all other aspects of diversity that make us all humans. Diverse teams have been proven to be better and we strongly believe it. We're not perfect but we strive to be.

[Information for recruiters](#)

We work with a trusted network of recruiters, therefore CVs sent by other recruitment agencies will not be considered. In the event that the company receives a CV from both the direct applicant and a recruitment agency, the CV will be treated as a direct application by the individual only. Unsolicited contact from recruitment agencies will be disregarded.

First Light Fusion

We are a lean, focused and agile company researching energy generation by inertial confinement fusion. We spun out from the University of Oxford in June 2011 and are based near Oxford. First Light continues to work closely with the academic community, both in the UK and internationally. The company is well-funded by both institutional investors and private individuals.

Inertial confinement fusion for energy generation is a well-established research field and is being pursued in many laboratories worldwide, perhaps most notably in the US at the National Ignition Facility. We are exploring a number of alternative research directions that harness the same fundamental physics, with the prime focus being power generation. Our work to-date has included theoretical analysis, detailed numerical simulation, and experimental validation. We have an increasingly clear vision of the pathway to a power plant.

We really believe fusion will be solved in the 2020s. If it's solved by us, fantastic, if it's solved by someone else, still great.

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