



Join a high-performing group with a purpose: to grow a safer, cleaner, healthier future for everyone, every day.

We are hiring for an **O365 Analyst** in **Halma India**.

Location	Business Unit	Report to
Bengaluru	Halma GTS	Senior Infrastructure Engineer

About us

Halma is a global group of life-saving technologies companies, driven by a clear purpose. We are an FTSE 100 company with headquarters in the UK and operations in 23 countries, including regional hubs in India, China, Brazil, and the US

Our diverse group of nearly 50 global companies specialise in market leading technologies that push the boundaries of science and technology.

For over 50 years, the combination of our purpose, strategy, people, DNA and sustainable business model has resulted in **record long-term growth in revenues and profits and an increase in dividend by ≥ 5% every year**– an achievement unrivalled by any company listed on the London Stock Exchange.

Halma India fulfils the potential of the region by harnessing the diverse talents, expertise, infrastructure, and operational

We have a team of over 250 professionals representing commercial, digital and support functions across our seven offices in India, two in Bengaluru and one each in Delhi, Mumbai, Thanjavur, Vadodara, and Ahmedabad.

Halma India is a Great Place to Work® certified organisation, recognised for 3 consecutive years.

Here's why working with us is fulfilling:

We offer a safe and respectful workplace, where everyone can be who they 'REALLY' are, feel free to bring their whole selves to work and use their unique talents, knowledge, expertise, experiences, & backgrounds to create meaningful outcomes.

We nurture entrepreneurial spirits and empower them to think beyond the possibilities, to discover, shape and build their own unique stories. Our diverse businesses and operations provide fulfilling opportunities to grow as individuals and make an impact.

We are simple, humble and approachable, and we believe in leadership at all levels to bring our purpose to life. Everyone at Halma India makes an impact, and so do you when you join us!

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.





Detailed job description

<p>Position Objective (The purpose of role in current business/market scenario)</p>	<ul style="list-style-type: none"> • Microsoft 365 Analyst to form a part of the Infrastructure Support team to provide technical expertise in the support of this Halma Microsoft 365 single tenant. • This is a proactive role, and the successful candidate will have strong analytical, collaborative and troubleshooting skills, with a desire for process improvements.
<p>Responsibilities (KRAs / deliverables / job expectations)</p>	<ul style="list-style-type: none"> • Operate M365 ecosystem with strong focus in Messaging, Collaboration, and Unified Communications. • Apply advanced technical skills and knowledge to collect needed information and resolve issues presented by the subsidiary IT managers and end users. • Executes service requests, operational tasks defined or not defined, maintenance, and deployment activities requiring from basic to advanced level of technical competency • Develop and document best practices for managing the Microsoft 365 application • Provide advice and training to peers on various Microsoft 365 applications • Assist in the management and maintenance of the global Microsoft 365 environment.
<p>Critical Success factors (critical / high impact aspects of role)</p>	<ul style="list-style-type: none"> • Works in shifts covering 24x7 global IT operations • The technologies used are as follows: Exchange Online, SharePoint Online, OneDrive, OneNote, Outlook Web, Outlook Client, Teams, Teams Telephony, Viva Engage, Planner, Microsoft 365 licensing, Microsoft Entra ID, Power BI, Power Automate, Power Apps. • Being able to identify problems from recurring Microsoft 365 incidents and provide resolution in a timely manner • Collaborate with internal support groups and Microsoft support team to align on escalations and resolve complex system bugs that were reported by customers. • Communicates with appropriate people using most effective medium whenever there is an issue or a possible outage of service. This includes notification when issue or outage has been resolved. • User administration knowledge on Power Platform, Dynamics and Azure Dev Ops.
<p>Academic qualification</p>	<ul style="list-style-type: none"> • B.E./BTech Computer Science/IT preferred. • Relevant Microsoft certifications such as: MS 900 - Microsoft 365 Certified: Fundamentals MS 700 - Microsoft 365 Certified: Teams Administrator Associate ITIL certification preferable.

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.



<p>Experience (exposure)</p>	<ul style="list-style-type: none"> • Total experience 3-5 yrs.
<p>Key attributes (critical functional competencies)</p>	<ul style="list-style-type: none"> • Able to work independently in a shift and as part of a team. • Focused, decisive and goal oriented. • Collaborator.
<p>Competencies (fundamental skills and attitudes)</p>	<ul style="list-style-type: none"> • Excellent oral and written skills • Approachable, open minded and considerate to others' opinion • Excellent problem - solving and analytical skills

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.