

Company

Mekha Technology Co., Ltd. is currently looking for a team member as a Cloud Administrator. The position will be based in Bangkok, Thailand.

Job Title: Cloud Administrator**Job Summary:**

Cloud Administrator's tasks cover Managed Service Administration which includes Service Desk Operations, Azure Environment Cost and Infrastructure Billing Services, and other administrative tasks as required by team. Individual is required to communicate in technical details about Cloud technologies, work with finance and technology groups. Hence, we are looking for someone who can be a team player and able to work independently.

Job Responsibilities:

- Performs administrative tasks to manage capacity and usage
- Manages a monthly multi-tenant Azure environment cost and infrastructure spend
- Works with business and technical users to calculate cost to new requests for Azure services and to provide appropriate recommendations for approach, cost control and usage
- Monitors and manages Azure administrative accounts including billing and capacity utilization to ensure service usage remains within budget
- Regularly generates automated reports to IT Leadership on usage and spending trends within the cloud services environments (Including Azure)
- Responds to requests, managing incidents by utilizing the incident / management tools to log in issues and identify SLAs
- Is capable in providing first level of IT service support to clients when required
- Ensures SLAs are being met in line with contractual agreements
- Contribute to administrative tasks when required

Qualifications and Skills

- Minimum 1 year of administrative experience in Cloud (Azure focus)
- Minimum 1 year of service desk experience is preferred
- Knowledge of billing service is preferred
- Excellent communication skills, including the ability to explain technical instructions/details to non-technical users
- Good understanding of incident/management tools
- Minimum 1 year of understanding of IT Operations processes and cloud general services
- Capable of quicky learning new technologies and procedures
- Understanding of security technologies
- Works well in a team environment, self-motivated, resourceful, and critical thinker

A plus:

- Strong understanding and familiarity with Azure tenants and Azure Active Directory
- Strong understanding and familiarity with Azure cost management, optimization, and billing
- Knowledge in Amazon Web Service and Google Cloud Platform