

Symeres is one of the leading chemistry CROs in Europe, with over 500 scientists at six locations (Nijmegen, Weert and Groningen in the Netherlands, Prague in the Czech Republic, Oulu in Finland, and Södertälje in Sweden). We provide a range of services to support small-molecule drug discovery and development projects for biopharmaceutical companies in the USA, Europe, and Japan. Our key areas of expertise are synthetic chemistry, medicinal chemistry, parallel chemistry, and chemical process R&D for clinical trials. All these fields of expertise are supported by highly experienced and well-equipped analytical teams. To be able to provide our services, we also need to rely on our infrastructure and systems. Due to continuous growth, we are looking for an enthusiastic colleague for our site in Weert for this important part of our organization:

## Assistant Systems Administrator

### Full-time

This is a starter position with interesting career opportunities as a system administrator within the organization. You carry out ICT Infrastructure-related activities for all employees within the organization. Your activities mainly consist of 1st and 2nd line helpdesk activities, workplace management and network management support. You work closely with the System Administrator and ICT Manager on incidents and changes related to the ICT infrastructure. You also take care of the technical documentation. In addition to system management activities, many new ICT projects are planned within the organization. We are looking for someone who has a high degree of independence and quality awareness and who is resistant to stress. Together with the System Administrator and ICT Manager, you are involved in the further development of the ICT infrastructure (hard- and software) and you perform many activities independently.

### Main responsibilities

- Follow up ICT infrastructure incidents:
  - Follow up and adequately process these incidents.
  - Manage helpdesk infrastructure.
- Carrying out maintenance and checks:
  - Including software and virus updates in the workplaces.
- Preparing new workplaces:
  - New workplaces provided with production image.
  - Repair and reinstallation of existing systems.
- Taking care of documentation:
  - Document common problems.
  - Create and maintain user manual.
- Supporting general activities:
  - Common supporting tasks related to the described activities.
  - Support personnel by providing training.



## Qualifications

For this junior position we are looking for an enthusiastic candidate who meets the following requirements:

- ◊ A completed training ICT administrator, level 4; or comparable level of knowledge based on work experience.
- ◊ Knowledge of Microsoft Office 365.
- ◊ Knowledge of Windows operating systems.
- ◊ Working experience with ITIL Service Operating is a pre.
- ◊ Good communication skills in Dutch and English - both oral and written.
- ◊ A flexible, integer collegial attitude.

## Job Offer

We offer you a position with a lot of variety within a dynamic and informal working environment. In addition, we offer good employment conditions in line with the market and the opportunity for personal development and growth within the organization.

## Application

Are you interested and do you meet the conditions? Please send your letter with CV by e-mail to our HR Manager Thea Scherpenborg ([hrm.hrm@symeres.com](mailto:hrm.hrm@symeres.com)) no later than July 31st, 2021.

Further information on the specifics of this position can be obtained from Ruud Koolmees (ICT Manager) by phone: 024 372 33 57.

More information about Symeres can be found on our website: <https://symeres.com/>.

*Acquisition based on this advertisement is not appreciated*