

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 at our location in Weert (NL) and as an important part of our organization we are looking for an enthusiastic

Assistant Systems Administrator

Full-time

This is a starter position with interesting career opportunities as a systems administrator within the organization. You carry out ICT infrastructure-related activities for all employees within the organization. Your activities mainly consist of first and second line helpdesk activities, workplace management, and network management support. You work closely with the Systems Administrator and ICT Manager on incidents and changes related to the ICT infrastructure. You also take care of technical documentation. In addition to systems 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 Systems 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 on 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 workplace.
- 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 support tasks related to the described activities.
 - Supporting personnel by providing training.



Qualifications

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

- ◊ Completed training for ICT administrator, level 4; or comparable level of knowledge based on work experience.
- ◊ Knowledge of Microsoft Office 365.
- ◊ Knowledge of Windows operating systems.
- ◊ Experience working with ITIL Service Operating is a prerequisite.
- ◊ Good communication skills in Dutch and English – both oral and written.
- ◊ Shows integrity, flexibility and has a 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 in this position? Please send an email with your CV and motivation letter to our HR Manager Karen Storms (karen.storms@symeres.com) before 31 July, 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: www.symeres.com.

Acquisition based on this advertisement is not appreciated