

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.

As part of increasing demand for services at our locations, we are currently looking for a skilled and enthusiastic

Application Administrator (Exact-HubSpot)

Full-time

As Application Administrator, you will work in a dynamic and fast-growing international project business organization. In this job, you will work closely with all departments, from marketing and business development to project delivery, logistics, finance, and IT, including the management team, to incorporate new requirements into the software. Daily you will interact with key users from all locations to answer their questions and with the software vendors when needed to support you.

Key job responsibilities

- Managing and coordinating projects with a project team in collaboration with external suppliers.
- Optimizing and monitoring the continuity of HubSpot, Exact Synergy, Exact Globe, and CCM Planner.
- Setting up and maintaining authorization profiles/user settings.
- Recording and, where necessary, making improvement proposals from users' wishes.
- Collecting and prioritizing adjustments/improvements in the software for drafting requirements and communicating with external parties, if needed.
- Investigating, resolving, and/or escalating errors.
- Testing (new) functionalities.
- Updating user, training, and application management documentation.
- Providing FAQ, support, and training for key users in the organization.
- Liaising with the IT department on changes and vendor management.

Qualifications

- BSc degree in ICT or related.
- Minimum 3 years of experience in a similar position, preferably at a project-based company.
- In-depth knowledge of Exact Synergy and Exact Globe or experience with similar business applications.
- Fluent in English (reading, writing, and speaking). Dutch is an advantage.
- Proficient in Microsoft Word, Excel, and PowerPoint.



Job offer

An exciting position in an international environment with an attractive remuneration package and opportunities for learning and development and flexible working hours.

Application

Are you interested in this position? And do you meet the job requirements? Please send an email with your resume and a short motivation letter to our HR Manager, Marga Vos, by email: marga.vosensing@symeres.com. For substantive questions, please contact Jorg Benningshof at telephone number: +31 24 3723325, or by e-mail: jorg.benningshof@symeres.com.

More information about the Symeres organization can be found on our website: www.symeres.com.

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