

Symeres is the leading mid-sized transatlantic Contract Research Organization for drug-discovery and development challenges. With around 600 highly educated scientists in six locations in Europe and the USA, we offer best-in-class solutions for drug discovery and drug development, from small to medium-sized molecule hits.

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

Application Administrator

Full-time

Do you want to integrate new requirements and workflows into software, while working for department such as marketing, business development, project delivery, logistics, finance and IT and the Management Team? Come join us as Application Administrator during implementation phase and help us build up and roll out applications to several locations in various countries.

On daily basis, you will interact with key users from all locations and act as 1st point of contact for external vendors. You will answer user questions and liaise with software vendors to support you. In this role, you'll join a team of 3 colleagues. You frequently work together with the IT team (8 colleagues).

Main activities

- Collecting and prioritizing adjustments/improvements in the software for drafting requirements and communicate with external parties, if needed
- Investigating, resolving and/or escalating errors (root cause analysis)
- Testing (new) functionalities in close collaboration with stakeholders
- Update user-, training-, and application management documentation; provide training sessions
- Setting up and maintaining authorization profiles/user settings
- Recording and where necessary make improvement proposals from users' wishes
- Provide FAQ, support and training for key users in the organization
- Align with IT department on changes and vendor management

Qualifications

- Completed BSc education; an ICT degree is a plus
- Strong affiliation with software and IT
- Good communication skills: posing the right question to attain the right information, work with several stakeholders and external suppliers
- Result oriented
- Team player: share information proactively
- Business fluency in English (reading, writing and speaking)



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 short motivation letter to Recruitment, Ningsih Heisterkamp, by email: HRM.HRM@Symeres.com

For content related questions please contact Jorg Benningshof: Jorg.Benningshof@Symeres.com

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

Acquisition based on this advertisement is not appreciated