

Inceptua operates as a trusted partner for pharma, biotech and healthcare, driving access to treatments for patients in need worldwide. As a highly specialized partner with expert teams across the globe, we use our local insight and global understanding to offer patient- and customer-centric services at all stages of the drug lifecycle: we provide products and services for clinical trials, we facilitate access to pre-approval and unlicensed medicines, and we offer an international commercialization platform for pharmaceutical products.

Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile to achieve excellence in all our services.

For our office in Germany (Berlin) we are seeking a:

IT Support (m/f)

for immediate start.

You will be responsible for IT service support across our global affiliates and work closely together with IT Administrator and IT partners as well as all the employees within the Inceptua group.

Responsibilities include, but are not limited to:

- First-line support – trouble shooting
- User computer software installation, maintenance and software configuration
- Hardware setup
- Desktop management
- Conducting User Training
- Documentation (i.e., user guide, change request etc.)

Working Time requirement:

- Working from 13:30 to 22:30 from Monday to Friday

Your profile:

- You have a Bachelor of Science (BS) in Management Information Systems or equivalent IT degree
- You have a minimum of 2 years of experience working in IT
- You are fluent in English (fluency in German is an advantage)
- You are an expert in working with Mac and Windows environments.
- You are an expert in MS Office software
- Experience with ERP, DMS (Document Management System), Cisco solution are a plus.
- Experience with VPN and global infrastructure environments.
- You are highly motivated and a reliable team player with a degree of confidentiality and courtesy



- You have good cross-cultural awareness and understanding, as well as excellent communication skills with the ability to communicate effectively and efficiently at all levels of the organization

This position is full-time, and we offer a competitive salary. Our company is home to employees from various backgrounds that speak a range of languages. If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application, including a CV and cover letter in English to: recruitment@inceptua.com

Attachments should be in **PDF format** and you should indicate where you found this posting.