

## **IT Infrastructure Manager**

Inceptua is a pharmaceutical company and service partner spanning throughout the product lifecycle – from clinical trial comparator sourcing, packaging, labelling, and distribution solutions, through early access and unlicensed medicines programs to licensing and commercialization of products.

We recognize that investing in talented people creates value for our customers, our employees, our suppliers and the communities in which we live and work. Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile and achieve excellence in all our services.

We are hiring for the position of **IT Infrastructure Manager** to be based in our offices in Berlin, for immediate start.

You will report to the IT Director and be responsible for IT infrastructure management and systems administration across our global affiliates. You will work closely together with IT colleagues and IT partners as well as all the employees within the Inceptua group.

### **Responsibilities include, but are not limited to:**

- Management of global IT infrastructure, including evaluation of long-term infrastructure capabilities, analysis/comparison/proposal of different solutions
- Plan and coordinate the procurement and setup of IT infrastructure systems and equipment
- Establish IT infrastructure supplier pool
- Manage relationships with sourced third-party IT infrastructure service providers, including annual supplier evaluations
- Provide support to issues related to IT infrastructure
- Management of account and access rights for all systems, including online & on-premise Active Directory
- Manage maintenance of legacy systems and applications, e.g. DMS Power App and Logic App
- Track and report recurring issues related to IT infrastructure and systems, take corrective and preventive actions
- Create and maintain training material for recurring issues detected, e.g. in the form of handbooks, FAQ's and Webex recordings, make material available in central repository
- Conduct on-demand trainings regarding IT infrastructure and systems
- Establish, document and continuously improve IT processes relating to IT infrastructure, system administration and IT equipment procurement
- Lead or assist on projects related to IT infrastructure and system administration
- Execute the responsibilities according to lawful and ethical standards
- Work on joint projects with staff across the Inceptua Group

- Suggestions for improvement that benefit all employees with the IT department and the entire Inceptua Group
- Accomplish individual goals as per requirements determined by the IT Director

Your profile:

- You are fluent in English (fluency in German is an advantage)
- You are competent in managing Microsoft Azure services such as Azure gateway, Azure virtual Network, LogicApp, Network Security Group etc. (At least 1 year working experience)
- You are competent in managing virtualization system such as Azure VM and HyperVI. (At least 1 year working experience)
- You are competent to manage network, VPN and design secure and reliable global IT infrastructure. (At least 2 year working experience)
- You are competent in Office 365, Microsoft Teams and Sharepoint.
- You are competent in working with both Mac and Windows environments.
- Experience with ERP, DMS (Document Management System), telephoning system are a plus.
- Having a Bachelor of Science (BS) in Management Information Systems or equivalent IT degree or background is a plus.
- 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. We also offer a generous employee benefit package including attractive, central office locations, training courses, and a range of employee well-being perks.

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 in English, including a covering letter, to **recruitment@inceptua.com**.

Attachments must be in PDF format.