



Inceptua is a specialty pharmaceutical company and a premium global service partner. Inceptua Pharma commercializes and markets orphan and specialty care products and have the expertise and capabilities to supply unlicensed medicines globally. Inceptua Services supports pharma and biotech companies with global clinical trial comparator sourcing, packaging, and labelling solutions, pre-approval and medicines access programs and consulting.

Inceptua partners with life science companies of all sizes, drawing on over 25 years of industry experience, and has global operations with local offices across Europe, North America, and Asia.

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 **System Administrator and IT Support** to be based in our offices in Berlin for an immediate start.

You will report to the IT Director and be responsible for IT 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:

- Conduct system administration tasks for the systems (i.e., Azure Cloud services and customized built Portal) in Inceptua Group. Management of account and access rights for systems, including online & on-premise Active Directory
- Procure for software, IT equipment and peripheral devices. Setup the IT equipment.
- Assist in managing license subscriptions and IT assets
- Provide first line support for troubleshoot local network, local devices/application and global cloud systems
- Document and summarize interactions with end users accurately for tracking and reporting purposes. Take corrective and preventive actions.
- Managing the service providers for local IT support at Inceptua different office
- Support for software/application quality assurance testing base on designed testing scenarios.
- Create user guides and training materials including different media.
- Conduct application and system training for users.
- 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, Network Security Group etc. (At least 1 year working experience)
- You are competent In Active Directory management. (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 and VPN. (At least 1 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 CRM, ERP, DMS (Document Management System), telephoning system are a plus.
- Some familiarity / experience with D365 Finance & Operations would be preferable
- 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.