

MaSTherCell is a dynamic and global Contract Development and Manufacturing Organization (CDMO) on a mission to deliver optimized process industrialization capacities to cell therapy organizations, and speed up the arrival of their therapies onto the market. From technology selection to business modeling, through GMP manufacturing, process development, quality services, MaSTherCell's teams are fully committed to helping their clients fulfill their objective of providing sustainable and affordable therapies to their patients.

To lead its increasing number of development and manufacturing projects, MaSTherCell is looking for a highly motivated:

## Admin System

### Responsibilities

The Admin System works with Masthercell's IT partner and is responsible for:

- Ensuring the maintenance and improvement of Masthercell's IT environment including networks (multiple VLAN), internet connections, servers (ESX servers running multiple virtualized servers), computers, printers, NAS and Domain Controller;
- Ensuring the performance of the Masthercell's IT environment by anticipating licenses and the material acquisition to support activity growth;
- Ensuring the management, the control and monitoring of Access Control and Security of IT Tools such as shared folders, Extranet, ERP, EMS systems.
- Ensuring a first line support for operational activities including computer acquisition, configuration, and repair;

The Admin System works with IT Developer and Business Intelligence Analyst on new system selection/development and is in charge of ensuring environment preparation, system deployment and qualification.

He/She is also involved on the End User Training for such system.

As working in high quality environment (Good Manufacturing Practice and Sarbanes-Oxley Law), Admin System follows in-place quality procedures and is responsible to comply with Eudralex Vol 4 Guidelines and SOX requirements

### Qualifications & Experience

- At least Information Technology degree
- At least 3 years of similar experience is requested.
- Fluency in French
- Good reading, writing and speaking comprehension skills in English.
- Flexible with good communication skills (inside and outside)
- Open to learn and to manage new challenges

## Skills & Competencies

### Expected Computer Skills:

- Virtual Machine Tools (VMware)
- Microsoft Windows Servers including following roles:
- Active Directory
- DHCP server
- SSL Certificate Management
- Network knowledge (e.g. DNS, Switch and Firewall management)
- Database system (SQL Servers, PostgreSQL, MySQL)
- Backup systems (VEEAM platform)
- Office 365 management

## We offer

- Full-time position (40h/week)
  - An Indeterminate contract
  - The opportunity to take part in a growing dynamic biotech company
  - A human-sized working environment with a convivial atmosphere
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## Interested?

Please send your detailed CV and your application letter to Mrs Elodie Noël, HR Manager :  
job@masthercell.com