



## Job Opportunity

### IT System Administrator (GMP Environment)

Prometic BioProduction Inc. (“PBP”) undertakes the development and manufacture of high-value plasma-derived therapeutic biosimilars for Prometic’s current and future clients in a state of the art facility.

PBP IT department is seeking an IT System Administrator to work with its team in Laval, Quebec. Reporting to the IT Director, the incumbent will be responsible for managing the daily operations as well as the maintenance of the IT Infrastructure, lifecycle planning and execution, under the GMP principles. They will ensure that systems achieve a high level of performance, reliability with minimal downtime.

The Administrator’s responsibilities will include:

- Participate in projects to analyze new hardware and software or to implement new releases of computer hardware, operating systems, and software.
- Develop IT SOPs.
- Maintain IT Infrastructure in a qualified state.
- Assist in the execution of IQ, OQ validation protocols in support of computerized systems.
- Implement system changes using formal site and corporate change control system and processes.
- Manage and ensure optimal operation of all network hardware, equipment and security solutions (including routers, switches, Access Points, UPS, firewalls, anti-virus solutions, VPNs, etc.) to ensure full effectiveness and fulfillment of organizational objectives.
- Support server, backup devices, network and desktop hardware, software and applications.
- Ensure operation of Motorola mobile devices and zebra label printers for production process.
- Perform technology needs analysis and planning through ongoing research.

- Configure mobile devices (iPads, iPhones, Surfaces, handhelds)
- Manage cloud-based services.
- Support corporate applications.
- Maintain documentation of network configuration, network mapping, processes, service records and inventory: Accurately document instances of software or hardware failure, repair, installation, and removal or other work requests.

The selected candidate will hold a Bachelor in Computer Sciences or in Management Information Systems, with at least five (5) years of experience with Windows servers, networking, storage and database technologies, within the biotechnology, pharmaceutical or similar regulated industry. Understanding of the Validation Lifecycle (GAMP 5) and experience with IT Infrastructure qualification are also sought.

The following criteria are required as well:

- Strong written and oral communication skills in French and English;
- Outstanding customer service and interpersonal skills;
- Demonstrated ability to influence and lead both with and without authority;
- Strong analytical, planning and organizational skills;
- Ability to develop innovations that solve difficult technical problems and troubleshooting skills;
- Reliability;
- Ability to work independently, effectiveness at managing multiple tasks and projects, flexibility and ability to adapt quickly to new and changing situations;
- Cisco CCNA and Microsoft MCSA certifications (asset).

Prometic offers a competitive compensation, comprehensive benefits program, a flexible work schedule and a casual working environment.

To apply, please send a cover letter and copy of your resume to [hr@prometic.com](mailto:hr@prometic.com) with the following reference: PBP-IT-1701. Prometic is an equal opportunity employer. **Only chosen candidates will be contacted for an interview.** For more information about Prometic, visit our website [www.prometic.com](http://www.prometic.com).