

VACANCY

IT & Infrastructure Administrator

TauRx are seeking to recruit an IT & Infrastructure Administrator.

Role Purpose:

The role will provide administrative support to the busy IT & Infrastructure Department, ensuring the TauRx IT documentation and administrative requirements are managed and kept up to date. In addition, this role will manage and update the incident management/change control/inventory system and assist with ongoing TauRx IT projects.

Education:

- College or university level education (HNC and above) ideally covering some form of Administration/Business/IT

Experience:

- Proven experience in a professional work environment (ideally Pharma/Medical/Biotech)
- Strong working knowledge of Microsoft Office/Office 365
- Ideally have working knowledge of an IT Department

This is a full-time, permanent position, based at our Aberdeen office.

A full job description is available from the HR Department.

Applications should be made in writing by forwarding a covering letter and CV to HR@taurx.com