



TauRx Therapeutics Ltd

Vacancy

IT & Infrastructure Administrator

TauRx are seeking to recruit an IT & Infrastructure Administrator.

Role Purpose:

- To support the day-to-day continued operation of the TauRx IT systems and infrastructure
- Administrative support for a busy IT & Infrastructure Department
- Manage and update the incident management/change control/inventory system.
- Departmental liaison and assistance with ongoing work on the Data Integrity project and IT document revisions
- To assist with TauRx IT projects
- Ad-hoc cover for facilities and office management tasks

Education:

- Ideally degree educated or equivalent in commercial experience
- Ideally some form of professional certifications in relation to administrative or business practises
- Proven experience in a commercial environment
- Some form of Microsoft Office / Windows training

Experience:

- Proven experience as an Administrator.
- Proven experience of working in a busy focused department.
- Some degree of Pharmaceutical and/or IT experience.
- Skills/Knowledge:
 - Ability to troubleshoot and handle IT incidents
 - Adaptability and a can-do attitude for what can be a rapidly changing environment
 - A degree of knowledge of IT systems and applications (ideally Office 365)
 - Strong communication and interpersonal skills
 - Experience of meeting management and etiquette
 - Focused and unflappable personality that can handle pressure

This is a **part-time position** (approx. 22-25hrs per week) based in the Aberdeen office.

Further information and 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

Closing Date: 30th April 2018