

CBmed is a center for biomarker research in medicine with headquarters in Graz. It links excellent research infrastructure, scientific expertise, medical knowledge, national and international industry partners for systematic medical biomarker research.

To strengthen our team in Graz, we are seeking to recruit an ambitious, committed

## **IT Administrator (f/m/d)**

### **Your tasks and responsibilities:**

- Take on the role as the IT Administrator to ensure that all current and future company activities follow the highest standards for biomarker research and drug screening
- Manage all aspects of the company Microsoft 365 tenant (incl. user accounts, devices, sites)
- Design and implement cyber security policies and train staff on cyber security topics
- Maintain and improve existing on-prem IT infrastructure and IT processes for secure storage, backup and archival of large biomedical data sets, including its transfer to external partners
- Assist in efforts towards ISO certification by documenting IT processes and identifying and resolving potential problems
- Work together with DevOps and Data Engineers to provide practical and well-documented solutions for the needs of lab staff, researchers, data scientists and bioinformaticians
- Help to streamline company-internal processes and workflows to reduce manual work
- Ensure that all company activities are GDPR compliant
- Work together with external IT infrastructure providers
- Assisting IT support engineers in resolving end-user problems

### **Expected skills and abilities:**

- MSc in IT/computer science or 5+ years of working experience in the area
- Extensive hands-on experience with Microsoft 365 products (EntraID, Active Directory, Exchange, SharePoint, Power Platform)
- Experience with managing on-prem and cloud servers for storage and compute requirements (AWS, GCP)
- Experience with designing and implementing secure data transfer, backup and archival processes involving on-prem and cloud infrastructure
- Very good knowledge of Windows 10/11 and the entire Microsoft Office suite

### **Expected soft-skills:**

- Careful, accurate and reliable way of working. High degree of self-organization and independence.
- Open to resolving unforeseen and complex technical situations and constant learning
- Very good command of English, written and spoken
- Good listening, communication, and personal skills to provide understandable explanations to the staff and identify problems quickly

- Willingness to coordinate holidays with a second colleague

**Optional and beneficial skills:**

- Experience with backend infrastructure is a plus (docker, nginx, databases, object stores, nextflow)
- Experience in software development is a plus (e.g., python, JavaScript, or R and software testing and CI/CD tools)
- Experience with collaborative working tools is a plus (git, ticketing systems)
- Knowledge about ISO27001 or similar is a plus
- German language skills are a plus, but not required

**What we offer:**

- You will have the opportunity to work in an international connected company, within a young, dynamic, and international team
- Your work on improving and maintaining our IT infrastructure will directly impact patient well-being, both in the short-term through drug screening approaches and in the long-term through state-of-the-art biomarker research
- We offer an unlimited contract with a minimum annual salary from € 56 000 gross based on 40 hours/week. Overpayment is possible, depending on qualifications and work experience.