

## **Systems Administrator – Part Time Permanent**

Job Reference: SCISYSAD19

Job Title: System Administrator

Location: Cambridge

UK Salary: £ Competitive dependent on experience

Benefits: Healthcare, Pension (7%), Stock eligibility, Bonus plan, 25 days' annual leave

Hours: Part time hours (negotiable)

### **The Company**

SciBite Limited is a young, exciting scale-up stage company based in Cambridge UK that is transforming the way life science organisations handle text and documents. Our semantic solutions understand the complexity and variability of content within Life Sciences yet are still simple to use. We can quickly identify and extract scientific terminology from unstructured text and transform it into valuable machine-readable data. Flexibility is key. Multiple deployment options from pre-built end-user applications through to 3rd party application integration mean that the value of our semantic technology reaches a much broader audience than ever before. Our architecture is designed as such that our capabilities can be integrated with ease into 3<sup>rd</sup> party applications and as such opens up a large opportunity to manage this growing set of relationships at SciBite.

### **The Role**

Initially reporting to the Office Manager, the systems administrator is a new and exciting role that will be responsible for the day to day management and basic administration of internal software and hardware. Assisting all members of staff with daily requirements as well as set up of new starters, and ongoing support as needed by this team as well as those in our US and Japan offices

### **Duties:**

- Providing IT support across the business on demand helping to keep all SciBite internal systems up and running
- Dealing with employee IT issues on a 1:1 basis as necessary
- Maintaining/Administering key systems such as Office365/Exchange, Slack, Box etc
- Leading on-boarding process, setting up machines, software installs and on-line accounts
- Key point of contact for all IT issues across the company
- Key part of information security team
- Maintaining company intranet portal, teleconference/video conferencing facilities
- Assist with set up of new starters equipment

### **Qualifications/Skills/Experience:**

#### **Essential**

- Office 365 administration
  - MAC OSX personal computer administration, set up and issue tracking
  - Email server administration
  - Demonstrable experience at troubleshooting a wide range of issues within an active IT environment
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**Desirable**

- Familiar with a wide range of on-line 3<sup>rd</sup> party systems
- Experience in information security roles and approaches
- Knowledge of email server configurations (including SMPF/DMARC/Anti-spam etc)
- Microsoft windows administration
- Remote debugging
- teleconference/video conferencing facilities management
- Intranet portal admin and development

**Other**

- Eligibility to work in the UK
- Ability to learn administration aspects of new systems quickly
- Good interpersonal and communications skills
- Interest in IT support, self-motivated and looking to keep current with latest approaches in the area
- Trustworthy and passionate about information security and data privacy

**What We Offer:**

A career at SciBite comes with the chance to help tackle real-world challenges of some of the biggest companies in biomedicine and beyond. Coupled with that comes competitive salary, a fantastic benefits package, share options and the chance to work in an environment that encourages innovation and personal development. Perhaps most importantly, working at SciBite offers a chance to enjoy working in a small, friendly team where what you contribute really makes a difference. If you're excited by innovation and want to join a company that's breaking new ground and growing quickly, please apply at [careers@scibite.com](mailto:careers@scibite.com) quoting the position reference above.

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