

JOB OPPORTUNITY

Position Title: Information Technology (IT) Specialist (Part-Time)

Job Description:

PBS Biotech, Inc. is a fast-growing private company based in Camarillo, CA that manufactures and sells the most advanced single-use bioreactors for the biopharmaceutical market. We are seeking a highly-motivated IT specialist to manage the day-to-day operation of our internal IT infrastructure as well as larger improvement projects with our local IT solutions provider.

Roles and Responsibilities:

- Identify and resolve various technical issues related to:
 - Company-owned equipment such as computers, phones, and peripherals (monitors, printers, projectors, etc.)
 - Network connection to firewall, modem, server, and access points
- Act as point of communication for all company IT issues, elevate issues to our local IT solutions provider as needed, and manage issue resolution in a timely manner
- Manage set-up of computers and peripherals for new hires, reset and re-assign devices upon staff departures, and maintain database of all assigned devices
- Maintain subscription services for computer/ network software and applications, including anti-virus program scanning schedules
- Manage computer and server back-up (both local and cloud)
- Manage larger IT improvement projects with our local IT solutions provider
- Maintain relevant procedures, including but not limited to Data Back-up and Disaster Recovery

Requirements:

- Bachelor's degree in Information Technology or related field
- Proficiency in Windows OS (Server, Home, and Business) and macOS
- Minimum 1 year of experience working in a company environment
- Positive attitude and superb interpersonal skills
- Excellent written and verbal communication skills, to accurately and concisely document and explain issue resolutions
- Ability to work individually with minimal supervision and also collaboratively with team members from the local IT solutions provider

Compensation:

- A qualified candidate will be eligible for compensation package with competitive salary, benefits for health insurance, retirement plan, vacation, and stock options according to the company's policy
- Work location is in Camarillo, California, USA

Posting Date: April 2019