

TECHNICIAN, INFORMATION TECHNOLOGY

NuChem Sciences, contract research organization, is expanding and looking for someone to fill a **Technician, Information Technology** position. NuChem provides integrated services to early drug discovery projects for our clients spanning from Medicinal Chemistry, ADME/PK, Biochemistry, Cell Biology and *In Vivo* Pharmacology, in the area of small molecule drug discovery. Visit www.nuchemsciences.com

The incumbent will play an important role in supporting and maintaining the IT equipment and the various management systems of the company. They will actively participate in the installation and commissioning of IT equipment. In addition, they will ensure the maintenance and development of this equipment and ensures the proper functioning of IT systems and the security of the company's network and data.

RESPONSIBILITIES:

- Performs the installation, configuration of computers and peripherals for employees;
- Referral of calls/tickets to the right resources in place;
- Solve problems and suggest solutions in collaboration with the IT team;
- Respond to the company's various IT support requests;
- Apply the best practices and enforce IT policies put in place by the company;
- Ensure the updating and troubleshooting of equipment and the computer network as a whole;
- Ensure the proper functioning and performance of the equipment of the IT park;
- User creation, management and email in "Active Directory"
- Participate in the diagnosis and solve problems related to computer equipment and systems, as well as networks and surrounding technology;
- Implement documentation and protocols for the use and maintenance of hardware and software resources;
- Collaborate with the team in place to maintain the inventory of computer equipment;
- Provide support for the availability of IT resources and the operation of systems;
- Support certain requests related to the telephone system;
- Possibility of occasional travel in the different locations;
- Provide face-to-face and remote support.

REQUIREMENTS:

- DEP or DEC in computer science or related field with 1 year or more of relevant experience;
- Knowledge of strategies and tools related to maintaining computer equipment: ticketing system, remote control, antivirus, deployment, inventory and procedures;
- Ability to work independently and perform various tasks effectively;
- Excellent sense of customer service;
- Good problem-solving skills;
- Team player and good communication skills;

- Fluency in French and English (oral and written);
- Excellent knowledge of Microsoft and Office 365 operating systems;
- Knowledge of Linux operating systems (Asset);
- Curiosity, ability to learn quickly;
- Organizational and time management skills;
- Desire to learn in the field of information technology.

COMPENSATION AND BENEFITS:

Salary:

- Competitive and based on experience

Additional pay:

- Annual bonus incentive plan.

Advantages:

- Full-time permanent position;
- Health and dental care insurance plan;
- Short- and long-term disability insurance;
- Life insurance;
- RRSP employer's matching program;
- Casual dress code;
- Flexible schedule;
- On-site free parking;
- Free lunch on Fridays;
- Continuing education;
- Career development.

Schedule:

- Monday to Friday.

Apply today to be part of a dynamic team in a state-of-the-art environment!