



Aspiring to Cure Chronic Hepatitis B

IT Manager – Warminster, PA

Reference 17-19

Posted: May 2017

About us:

At Arbutus, we have a vision: to cure chronic Hepatitis B virus (HBV). We have a dedicated and innovative team and we are uniquely positioned to transform the HBV treatment landscape. We are developing a portfolio of drug candidates with multiple mechanisms of action that we believe will result in a combination therapy to cure HBV. Arbutus Biopharma has offices and research facilities in Burnaby, Canada and Warminster, Pennsylvania, USA.

About the role:

Arbutus has an exciting opportunity for a “hands-on” IT Manager to join our team in Warminster, PA. Reporting to the Director, IT this role plays a vital part in managing the day to day IT operations at our US facility as well as leading assigned corporate-wide IT initiatives. The IT Manager leads and performs a variety of IT related tasks in order to ensure that all Arbutus Biopharma employees and partners have reliable and secure access to IT systems in order to perform their job responsibilities.

If you are looking to join a team with a proven track record in drug discovery and development, and are as passionate as we are, we want to hear from you.

Responsibilities will include:

- Lead and/or work on IT projects as assigned
- Work with vendors and consultants on all IT issues
- Research and propose new ideas for innovation; implement improvements when approved
- Work with Systems Administrators and IT Management on the maintenance of IT Infrastructure (Servers, Solutions, Network, Storage, Backups)
- Monitor alerts and respond to IT emergencies per company SLA's
- Assist the IT Management team on budgets, strategic direction and vision
- Provide software and hardware support to all employees and partners
- Deploy end user hardware and software
- Provide IT support for any biopharma lab system as needed
- Maintain IT Inventory and manage workstation imaging solutions
- Maintain IT documentation (for Infrastructure and end users)
- Stay abreast of developments in the field; take IT training courses that align with business needs
- Be available for occasional afterhours work (projects, maintenance and emergencies)
- Other related duties as assigned

Key Qualifications

- Bachelors' degree (preferred) or recognized Diploma / Certification IT or related field and minimum 5-10 years hands-on IT experience ideally in a high-tech or biotech environment, or equivalent combination of education and experience
- Demonstrated knowledge and/or skills in the following areas:
 - Leading projects to successful outcomes

- Proposing new ideas for innovation to stakeholders
- Ability to work with vendors and consultants on IT Solution Architectures
- Strong Windows Server Administration (Windows 2003-2016)
- Strong MS Active Directory Management skills
- Strong VMWARE 5-6 Admin skills
- Strong Windows 7-10 admin and troubleshooting skills
- Solid understanding/experience of Private and Public Cloud environments
- Office 365 administration experience
- Strong Networking and Security Planning, Deployment and Management experience
- Strong MS Office skills
- Exceptional customer service and interpersonal skills; able to establish and maintain effective working relationships with staff at all levels of the organization
- Strong verbal and written English communication skills
- Good presentation skills, with an ability to adjust content to a specific target audience
- Strong analytical and troubleshooting skills
- Pharmaceutical system validation experience and experience working within a laboratory setting is an asset
- Proven flexibility, adaptability and professional integrity
- Must be able to multi-task and prioritize work effectively

Contact Information:

701 Veterans Circle
 Warminster, PA 18974
 e-mail: careers@arbutusbio.com
 web: arbutusbio.com

How to Apply:

We invite you to send your cover letter and resume in PDF format, to careers@arbutusbio.com. Please ensure your submission is in PDF format (ideally in one document) indicating your surname in the filename (**for example: SmithJane-cover-CV.pdf**) and position title and reference number in the subject line of the email ("**IT Manager [reference #17-19]**").

About your Application:

At Arbutus we value diversity and encourage applications from all qualified candidates.

We greatly appreciate your interest in being a part of our team; however, because of the volume of resumes received, we are only able to contact you should you be considered for a position. We will keep your resume in our database for one year, and contact you should a position that matches your skills become available.