



IT and Quality Assurance Systems Administrator

About Us

Founded in 1987 Glemser Technologies is an internationally recognized leader in the design, development and implementation of innovative IT solutions and services. With offices located in the United States and Europe, Glemser enables life science companies worldwide to improve product quality, comply with regulations and gain operational efficiencies. Glemser has been providing solutions for many of the world's leading life sciences companies for over 25 years with a staff that is dedicated to providing high quality products and services that meet or exceed their customer's expectations.

Location

Bethlehem, PA

Type

Contract

About the opportunity:

We have an entry-level opening for a colleague to maintain our company information technology and quality systems and assure the quality of releases of our software products. In this role, you will work with a mentor in a collaborative team to grow your skills in software, hardware and network administration, as well as software quality assurance as an integral part of a complete software development life cycle.

Responsibilities:

IT Systems Administration

- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Install new and rebuild existing servers and configure hardware, peripherals, services, settings, directories and storage in accordance with standards and operational requirements
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required
- Fulfill end user support requests

Quality Systems Administration



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- Maintain the company's quality management procedures and system
- Perform internal audits and corrective actions on the company's quality system
- Facilitate external audits by clients and complete corrective actions
- Conduct monthly Quality Steering Committee meetings follow up on quality initiatives
- Review and approve product designs, testing, and documentation at each stage of the software development lifecycle
- Conduct quality training for all employees and contractors during onboarding and annually
- Ability to travel to Pharmaceutical client locations for consulting

Qualifications:

- Bachelor's degree in computer science or equivalent with a strong grade point average
- Strong presentation, interpersonal, written and customer interfacing skills
- Superb organizational skills to achieve targets on time
- High attention to detail
- Experience with Microsoft Office suite
- Testing executing and reporting experience a plus

How to apply:

Glemser is an equal opportunity employer committed to workplace diversity. This commitment includes our efforts to provide for all those who seek to express interest in employment the opportunity to participate without barriers.

We are growing and looking to expand our professional services team! Our goal is to add smart, dedicated, driven and focused people to our team. If you are interested in working for an exciting, innovative company like Glemser Technologies, please submit your resume along with salary expectations to recruiting@glemser.com.