

IT Administrator Job Posting

Brief Company Overview:

RayBiotech has about 50 employees whose objectives are to provide excellent products and services worldwide to scientists in industry, academic, governmental, and research institutions. RayBiotech is committed to accelerating customer success through innovation and leadership in the Life Sciences.

Job Description:

Because RayBiotech is a small, but quickly growing biotech company, this position requires a candidate that will be executing a multitude of IT-related projects. Therefore, we are looking for a candidate not only with a wide set of skills, but also someone who excels at taking on new and different projects.

General

- Able to analyze and determine effective IT solutions to production processes.
- Designs, codes, debug, and tests technical solutions that match the functional and design specifications.
- Documents all work in accordance with development standards and processes.
- Works with Management to ensure smooth development life cycle.

Project Execution

- Adhere to development deadlines and schedules.
- Prioritizes multiple tasks effectively.

Relational Databases

- Demonstrates proficiency in MySQL database design.
- Understands database optimization concepts.

Programming Languages

- Demonstrates proficiency in at least one structured programming language.

Qualifications:

- Completed BS in Computer Science or related degree
- Strong Coding skills
- Thoughtful, analytical, and able to work with structured methodologies.
- Able to work full-time.
- Comfortable with continual project transitions into different domains (e.g. database, web service, application business logic, etc).

Skills and/or experience with the following:

- Microsoft Office (especially Excel)
- MySQL with PHP-MyAdmin
- Managing a Linux-based website
- HTML
- PHP scripting language
- CodeIgniter / or similar experience using open source web application frameworks

Professional Qualities:

Leadership

- Follows through with commitments and fosters mutual trust with fellow employees.
- Assumes additional responsibility without being asked.
- Encourages fellow team members to make innovative contributions and embrace new ideas.
- Proposes solutions to observed problems.
- Seeks and recommends improvement in development processes and efficiency.

Teamwork

- Proactively initiates, develops, and maintains effective working relationships with team members.
- Recognizes the strengths and weaknesses of each team member.
- Demonstrates the ability to cooperate with a variety of people and achieve results.

Communication

- Contributes appropriately to conversations.
- Accurately reports task status.
- Presents designs and ideas to management and peers in verbal and written form.
- Accurately prepares written business correspondence that is coherent, grammatically correct, and professional.

Organizational Responsibilities

Professional Development

- Proactively seeks opportunities to broaden and deepen knowledge base and proficiencies.
- Shares acquired skills with team members through formal and informal channels.

Internal Operations

- Actively contributes to internal programs.