

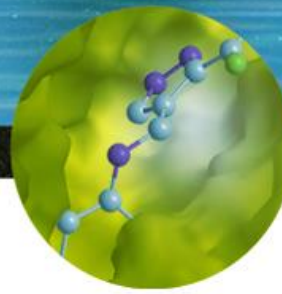
Job Title: Senior Systems Administrator

Job Type: Full-Time

The Opportunity: The Sr. Sys Admin's primary responsibility is to manage and oversee X-Chem's Microsoft Windows Domain. This role diagnoses and resolves complex problems as well as provide accurate assessments and project plans. Additionally, the role will provide technical support and leadership, including maintaining industry best-practice standards for workstations, servers and application support while delivering quality customer service. The Senior Systems Administrator installs, supports, and automates services for employees. This position includes travel to local satellite office and includes work after business hours and on weekends for special projects requiring downtime.

What you will do:

- **Primary Technical Responsibilities:** The Systems Administrator (SA) is responsible and accountable for effective provisioning, upgrade, performance monitoring, troubleshooting and maintenance of physical and virtual system hardware, software, storage and related infrastructure as a primary job responsibility. To include:
 - VMware environment
 - Hosted Exchange
 - Storage Management including capacity planning
 - AV and Encryption Tools
 - Deployment Infrastructure
 - Patching Infrastructure
 - Switch stack

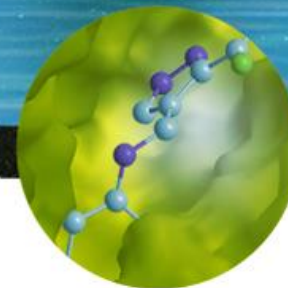


Key Responsibilities:

- **Support:** Work effectively with employees at all levels in the organization, outside customers and vendors, including tolerance for schedule interruptions.
- **Troubleshooting:** Analyzing, troubleshooting, and resolving system hardware, software and networking issues.
- **Documentation:** Independently produce and maintain technical documentation related to complex tasks and projects.
- **Software Asset Mgt:** Maintaining an inventory of installed software, managing software licenses, and creating policies and procedures for upgrades.
- **Vendor Mgt:** Working with hardware and software vendors to verify timely product delivery and ensuring that new equipment is installed and setup on schedule.
- **Staff Training:** Mentoring junior technology professionals on hardware and software problem analysis and resolution.
- **Network Protection:** Performing system backups and recovery.
- **Staff Augmentation:** Fill in for both junior and senior level team members as the need arises.

Required Skills and Qualifications:

- Bachelors of Science degree, preferably in Computer Science or related field.
- Email – Hosted Exchange
- Storage – Dell EqualLogic SAN and Synology NAS
- AV & Encryption – Symantec Endpoint Protection
- Deployment – Microsoft Deployment Toolkit
- Security Patching – Ivanti Patch
- Switching – Meraki MS250s
- Monitoring – LogicMonitor
- Backups – Veeam & Symantec Backup Exec
- VoIP – ShoreTel/Mitel
- **Automation - Powershell**



About X-Chem

X-Chem is a privately held biotechnology company whose mission is to apply its innovative drug discovery capabilities to the discovery of compounds against novel therapeutic targets.

Our chemical strategy can be applied broadly to most targets in any therapeutic area, including the most challenging ones. We have built a strong team of leading experts with proven track records in innovative drug discovery and biotechnology partnering.

Why join X-Chem?

X-Chem offers highly competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer includes: 100% Paid Medical, Dental, STD/LTD and Life Insurance; 12 Paid Holidays; 22 days PTO; Tuition Reimbursement; Stock Options; Flexible Spending account for both medical and dependent care; weekly social hour; Summer Hours and company events. Our work environment includes casual dress, bike storage, free parking, and wellness perks.

EEO Statement

X-Chem is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Apply Now

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Position Location Waltham, MA