

IT Coordinator



In a small and fast growing biotech company in Palo Alto, California

As IT Coordinator at Ascendis Pharma you will serve as coordinator for all IT related activities for Ascendis Pharma's location in Palo Alto. You are ultimately responsible for ensuring that support needs are resolved in a timely manner in cooperation with our externally managed service providers. Your main focus will be on equipping employees with the tools needed to ensure success, and ensuring that outstanding IT service is provided to your colleagues.

You will report to the Vice President of IT located in Denmark and be the first IT employee in the US IT Department. From there, you will embark on a very exciting journey of building up a function from scratch in a fast growing biotechnology company. You will work in a very flexible environment where "the way we do things around here" is open for discussion.

Your main tasks are to:

- Coordinate external providers of technical support to different levels of users
- Manage the company's various business applications
- Manage end-user accounts and assist in IT project and validation work
- Provide training and general guidelines to end-users on business applications, security, and IT conduct
- Participate in global IT projects as the local coordinator
- Evaluate and resolve software related problems and be part of securing software compliance
- Maintain technology inventory and oversee product returns and exchanges

- Participate in new equipment research, evaluation and procurement
- Maintain appropriate levels of security
- Perform other duties as assigned

Your qualifications are:

- Degree preferred, but IT degree is not required
- 3 years of relevant experience among which you should have one year's solid experience within IT Coordination
- Proficient knowledge of MS Windows Platform and Microsoft Office applications will be required
- General knowledge of IT infrastructure components is an advantage
- Good problem solving and communications skills are a must
- Ability to clearly communicate status of efforts to resolve problems and take ownership
- Work effectively with cross-functional teams and must be flexible enough to deal with different technical skill sets, dynamic work environments, and schedules

As a person, you have the ability to learn on the fly and you pay meticulous attention to detail. You are comfortable in a fast-paced and deadline-oriented office and have proven success in working with various team interactions and stepping in as needed to cover peak workload. Furthermore, you have the capability to creatively approach problems not covered by existing procedures.

You are proficient in English at a professional level, both written and spoken.

Ascendis Pharma offers you an exciting and challenging position in an entrepreneurial and international company with a short line of command. You will be involved in activities that are central to Ascendis Pharma's strategy and work with highly skilled and experienced colleagues on advancing an exciting product pipeline.

Travelling: Approx. 10 – 20 days/year

Place of work: Ascendis Pharma is located downtown in Palo Alto.

For more details about the job or the company, please contact Senior Consultant Jan Rudebeck, Unique Human Capital, Denmark on M +45 26 27 18 04. All applications must be in English and are treated confidentially.

Click here to [APPLY](#).

Ascendis Pharma A/S is an international company with offices in Copenhagen, Germany, and the US. Ascendis Pharma is building an integrated biopharmaceutical company to advance its pipeline of long-acting prodrug therapies. They employ their proprietary TransCon technology platform to generate therapeutics with best-in-class profiles that address large markets with significant unmet medical needs. Ascendis Pharma has a diversified and balanced high-value product pipeline, including internal programs and partnerships with market leaders.

Read more at www.ascendispharma.com