

## IT Coordinator

**Do you want** to be part of building a fully integrated biopharmaceutical company together with a team of highly skilled colleagues who are passionate about developing best-in-class therapeutics that address significant unmet medical needs? Then Ascendis Pharma is committed to support your personal development on our journey towards becoming a leading rare disease company.

Ascendis Pharma is looking to hire an experienced IT Coordinator to join our team. This is an exciting opportunity to join a rapidly growing, innovative company!

### Position Summary

The IT Coordinator will manage the technical setup in the US research facility in close corporation with other technical staff in the US, DK and DE. The role will also manage our general technical environment in other US locations. The position will be based in Palo Alto / Redwood City and will report directly to the CIO.

### Key Responsibilities

- Manage technical IT setup for the Lab Environment
- Manage Lab specific vendors in collaboration with researchers
- IT asset management in collaboration with Global IT
- Assist US On-site IT support
- Maintain IT documentation

### Tasks

- IT helpdesk 1st/2nd level and escalation
- Technical assistance for the Research Facility
- Support computer connected lab equipment
- Collaborate in hard and software design, procurement, deployment, maintenance, inventory, licensing, etc.
- Contribute in analysis and optimization of IT processes

### Knowledge, Skills and Experience

- Bachelor's degree preferred – but not an ultimate requirement
- 5 to 10 years of experience in IT technical positions (IT Support, Network administration, Server administration or other IT relevant positions)
- At least 3 years of experience in a biotech IT landscape, preferably including IT process control under regulated environments (e.g. Research Facility)
- Sound knowledge in Microsoft technologies
- Good knowledge in IT supported laboratory processes and technologies
- Structured, analytical and independent work approach



- Outstanding problem-solving abilities
- Ability to travel 5-15 days per year domestically and internationally

**Want to apply?** Please send your resume to [HumanResources@ascendispharma.com](mailto:HumanResources@ascendispharma.com). Please write “IT Coordinator” in the subject field.