



Job Opportunity

ERP System Administrator

Prometic is an established biopharmaceutical company with widely recognized expertise in bioseparations, plasma-derived therapeutics and small-molecule therapeutics development. Prometic offers its bioseparation technologies and expertise for large-scale purification of biologics, drug development, proteomics and the elimination of pathogens to industry leaders and uses its own affinity technology that provides for highly efficient extraction and purification of therapeutic proteins from human plasma to develop and commercialize plasma-derived therapeutics. Prometic is also active in developing its own novel small-molecule therapeutic products targeting unmet medical needs in the fields of fibrosis, as well as diabetes, anemia and autoimmune diseases. Headquartered in Laval (Canada), Prometic has R&D facilities in the United Kingdom (“UK”), the United States (“USA”) and Canada, manufacturing facilities in the UK and Canada and corporate and business development activities in the UK, Canada, USA and Europe. Prometic’s common shares (the “Common Shares”) trade on the Toronto Stock Exchange (“TSX”) under the symbol “PLI” and the OTCQX International under the symbol “PFSCF”.

The IT department of Prometic is looking for a ERP System Administrator, to work at its location in Laval, Quebec. Under supervision of the IT Director, the incumbent will be primarily responsible for implementation, maintenance, administration and support of the ERP system.

The mandate of the ERP System Administrator will be mainly to:

- User access administration at all levels of the system;
- Create and maintain security roles;
- Administer issue tracking and change requests;
- Administration of test environments;
- Follow up help requests and IT support tickets related to the system and ensure resolution;
- Provide ERP system support or direct requests to other members of the IT team or external support;
- Troubleshoot issues with the ERP system and associated automation software;
- Document IT processes related to the ERP system;

- Coordinate system maintenance with users and carry out maintenance tasks with the involvement of external or internal parties, as required;
- Involvement in assessing the impact of change requests.

The selected candidate will preferably hold a Bachelor's degree in Computer Sciences or Management Information Systems, preferred; with 3-5 years' experience supporting and administering ERP systems such as Syspro, SAP, or JD Edwards. They will have experience supporting computer systems in a regulated environment for example Pharmaceutical or Medical Device Technology companies governed by regulatory agencies (FDA, EMEA, etc.).

The subsequent competencies would be considered valuable assets: Experience conducting and documenting User Acceptance Testing, IT System (IQ) testing ; Microsoft or other database Qualifications; Knowledge of Software Development Life Cycle or GAMP V Model would be beneficial; Experience with SaaS or Cloud environments would be a plus.

The following criteria are also required:

- Excellent written and oral communication skills, in both French and English;
- Ability to connect with and understand client needs and work with vendors to continually improve our service.

Prometic offers a competitive compensation, a flexible work schedule and a casual working environment.

To apply, please send a cover letter and a copy of your resume to hr@prometic.com with the following reference: #PLI-IT-1701. Prometic is an equal opportunity employer. **Only chosen candidates will be contacted for an interview.** For more information about Prometic, visit our website www.prometic.com.