



## **JOB DESCRIPTION**

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<b>POSITION</b>	— ELN/LIMS/Database Administrator	<b>DATE</b>	— 1/16/2017
<b>REPORTS TO</b>	— Senior Scientist, Bioinformatics	<b>FLSA</b>	— Exempt
<b>DEPARTMENT</b>	— Bioinformatics	<b>JOB TYPE</b>	— Full time

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### **POSITION SUMMARY**

The candidate will be in the bioinformatics group of a growing biotechnology company headquartered in West Palm Beach, Florida responsible for providing assistance and implementing tools to improve the architecture and usability of Electronic Laboratory Notebooks and the Laboratory Information Management System. The company is a venture- and corporate-funded biotechnology company focused on developing cancer medicines using cutting edge technologies, with operations in Florida, Asia and the West Coast.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Work with scientists to build quick turnaround tools to facilitate generic workflow capabilities of scientific data management
- Create and implement new data processing templates
- Maintain existing scientific system protocols and scripts
- Support the adoption of key practices as defined by SOPs and LIMS requirements
- Provide technical support and coordinate training activities of the LIMS and ELN system
- Engage with LIMS/ELN provider to orient software design and evolution based on company needs
- Utilize Excel (Macros) as the basis for processing discovery research data and data visualization
- Maintain Scientific Article database

### **EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Bachelor's Degree in Chemistry, Biology, Computer Science, Information Systems or equivalent
- Hands-on lab experience as well as computer/programming skills
- Comprehensive knowledge of Excel Macros to create data visualization templates
- Experience scripting with Java, PHP, MySQL, Perl, C#, .NET, python, or equivalent

- Basic understanding of chemical/biological data structures and the biotechnology discovery process
- Strong analytical and problem solving skills
- Ability to quickly adapt to changing work priorities
- Excellent written and verbal communication skills

**ADDITIONAL DESIRABLE SKILLS AND EXPERIENCE:**

- Experience working with LIMS and ELN systems, 1-3 years' minimum
- Understanding and knowledge of Amazon Web Services (AWS)
- Familiarity with Sharepoint and Office 365

## **PERSONAL CHARACTERISTICS**

As the Company is poised to move to its next level, it is imperative that he or she be first and foremost a team player. The successful individual will also possess many critical personal characteristics, including:

*Excellent Communication Skills, both Written and Oral* — The successful individual's communication style should be diplomatic and direct, but not confrontational. He or she must be able to articulate clear, tangible objectives for the organization and can deliver an honest assessment of the level of achievement of those goals. He or she must work well in a collaborative team environment.

*Accountability* — The successful candidate must be able to quickly energize the organization and to focus it throughout its future growth stages. He or she should be a self-motivated, results oriented team player who leads by example, holds him or herself accountable for performance, takes absolute ownership, and champions all aspects of the programs.

*Indomitable Work and Teamwork Ethic* — The successful candidate will reject setbacks and will enthusiastically persevere until ambitious goals are achieved, both personally and from a team perspective. He or she will be resourceful and innovative at tackling multiple challenges.

*Entrepreneurship, Sense of Urgency* — The successful candidate will possess a high energy level, which allows him or her to react to situations quickly and decisively, possessing self-confidence to be assertive when taking a position, not being afraid to make decisions.

*Integrity and Presence* — The successful candidate will understand the importance of maintaining a high level of integrity. As such, he or she must project the appropriate professional image of the Company.

Benefits offered include: Health, dental, vision, life, paid vacation and sick leave.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, marital status, disability status, protected veteran status, or any other protected class.*

**To apply or obtain additional information, contact: [hr@f1oncology.com](mailto:hr@f1oncology.com)**