

DIRECTOR, IT

Crinetics Pharmaceuticals is currently seeking a Director, IT to provide the day-to-day and strategic function of IT in a pharmaceutical business environment. The Director, IT will be responsible for the development and management of all computer infrastructure and voice and data communication systems. This is a unique opportunity to work with a proven and well-funded drug discovery and development team in a small company environment in the heart of San Diego's biotechnology community.

Responsibilities

- Identify and implement system management functions including system and hardware monitoring, reporting, analysis, auditing, data backup management, and preventative maintenance
- Maintain networking devices: firewalls, routers, and switches
- Discovery database management
- Analyze and provide strategic direction for IT needs for drug development, finance, operations and safety
- Strategize and assist in implementation and validation of databases development (e.g. clinical data management)
- Work with management and peers to drive innovation and best practices, optimizing processes, systems and reporting. Manage special projects to drive continuous improvement
- Network Administration: LAN, WAN & Wireless
- Overall responsibility for network architecture, security, maintenance, and repair
- Test, track and report on compliance with (SOX), customer data security requirements and other applicable government regulations
- Develop and maintain a security roadmap which will be used to align security posture with the organization's risk tolerance
- Resolve complex PC and server hardware and software problems
- Coordinate the timely investigation, evaluation and possible application of appropriate patches, updates and service packs for all relevant software and hardware systems
- Proactively determine and maintain the required level of system and network security
- Responsible for purchasing IT equipment overseeing department budget
- Research and implement document management system (e.g. SharePoint or similar)
- Research and implement integrated accounting/HR/payroll/benefits systems, (e.g. Peoplesoft or similar)
- Maintain software licenses and version control within the organization
- Helpdesk function to include: install, configure software and/or hardware for users, manage helpdesk tickets, update email distribution lists, and set up new employee work stations
- Troubleshoot: network connectivity issues, printer/scanner issues, Microsoft Office application issues and web/video conferencing

- Identify, recruit and retain top-notch IT talent
- Other tasks as assigned

Minimum Qualifications

- Bachelor's Degree in computer science, business administration, systems engineering/IT disciplines or equivalent
- Advanced degree (MBA, Masters in Systems Engineer or similar discipline) preferred
- Minimum of 10 years of relevant experience in IT within a biotech/pharmaceutical environment
- Proven track record with pharmaceutical companies with strong understanding of preclinical, clinical, regulatory, drug safety, quality assurance, and FDA submissions
- Ability to perform all IT functions independently
- A track record of high quality, successful, large-scale, complex, on time and on budget delivery of major programs and projects
- Solid background troubleshooting and administering Microsoft Windows
- Experience managing Cloud-based/Hosted Applications a plus
- Strong understanding of Office 365 portal for user/mailbox/creation and administration
- Advanced knowledge of MS Office Products (Outlook, Excel, Word, PowerPoint) and Adobe Acrobat
- Understanding of CFR Part 11 compliance, GAMP5 and requirements of computerized systems in Good Manufacturing Practices (GMP) environment
- Excellent customer service and good communication both with the team and end users

About Crinetics

Crinetics Pharmaceuticals Inc. (www.crinetics.com) is a rare endocrine and endocrine-related cancer therapeutics company. Crinetics' benefit package includes health insurance, stock options, a 401k plan, paid time off, and the company provides a dog-friendly work environment. To apply, please email resume with an optional cover letter to hr@crinetics.com

