VBI is a dynamic, growing company focused on the formulation, delivery, and development of innovative vaccines. We are looking for a talented individual to join our team as an:

IT Manager, North America
LOCATION: Ottawa
(Permanent Full-Time)

VBI Vaccines is looking for a full time **Information Technology Manager, NA** to join our growing team in Ottawa as the leader of the North American Operations, in conjunction with global IT Team and under the direction of VP, Supply Chain & Information Systems. The IT Manager will first and foremost ensure compliance of IT systems with financial (SOX, SEC) and regulatory (GxP, Data Integrity, FDA CFR Part 11) requirements, identify, recommend, and implement cost effective technology solutions for all aspects of the organization, and provide front-line service support to end-users.

Key Responsibilities

- Oversee the company IT infrastructure in its Ottawa, ON and Cambridge, US offices (network hardware, end-user computing, telephony), ensuring the IT operations are appropriately maintained, secure and redundant
    - Identify, monitor, troubleshoot and resolve problems related to network, hardware, operating systems, software and telephony to ensure optimal operation.
    - Act as the administrator/super user for corporate application software including, but not limited to Quality Management System, Document Management System, ERP, Microsoft Suite and other internal applications.
    - Act as the first line of support to end-users, for the deployment, monitoring, maintenance, development, upgrade, and support of all current IT systems, including installation and configuration of new hardware operating systems, phones, software, and peripherals as may be needed.
- Develop and maintain standard operating procedures and best practices for all aspects of IT infrastructure, including but not limited to acceptable use, architecture, security, disaster recovery and provisioning, system and software guides and manuals, etc.
- Ensure IT systems compliance with relevant finance and regulatory requirements and support finance and/or regulatory teams during audits, as needed
- Management IT contractors and consultants, as needed
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- Assist in the analysis of business requirements and evaluation of hardware, software and network capabilities and compatibility to determine optimum IT solutions and configurations;
- Negotiate and administer supplier contracts and service agreements for North America ensuring prompt attention, cost efficiency and within budgetary guidelines.

- Maintain and update a work order and/or work project system which includes regular status reports.
- Research and propose solutions that fit within the framework of company objectives.

Qualifications and Experience:

- A Bachelor's degree in computer science preferred. College degree combined with adequate experience also acceptable.
- Minimum of 7-10 years progressive IT experience.
- 3-5 years' experience managing all aspects of Information Technology; including but not limited to;
    - designing, installing and supporting Microsoft Windows Server networks, Exchange and SQL server applications
    - System administration
    - Firewall and VPN administration and management
    - VMware or other virtualization solutions
    - VoIP telephony
- Experience with Apple end-user systems is considered an asset
- An understanding of SOX and its impact on internal controls and processes, would be a definite asset.
- Excellent verbal and written communication skills.
- Strong project management, organizational and time management skills.
- Excellent problem-solving, analytical and evaluative skills.

How to Apply

Qualified applicants are invited to send a resume including a cover letter outlining your qualifications and interest in joining VBI's team to **hr@vbivaccines.com**. In the e-mail subject line, please reference "**IT Manager**".

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

As an Equal Opportunity Employer, accommodations are available upon request for candidates with disabilities participating in all aspects of the selection process.