

Job Title:	MIS Manager	Date Posted:	September 9 th , 2020
Salary:	Will be determined based on experience	Position Type:	Full-time, permanent, salary

Applications Accepted By:	Email: LBaker@agadabio.com Subject Line: AGADA MIS Manager Application		
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Roles and Responsibilities

- Manage Information Systems (MIS) life cycle for all software and systems
- Develop and maintain a broad knowledge of AGADA’s business, and the technology and operational requirements
- Develop and implement policies and standardized procedures across all business applications to ensure data accuracy, security, proper internet use, ethics, and sustainable technology practices
- Develop process improvements and recommend new technology for increased productivity, efficiency, system integration, and cost-effectiveness
- Plan and manage software and hardware installations and upgrades
- Track and monitor security of hardware and software systems
- Perform periodic maintenance and servicing
- Provide support for OS issues, network problems, and software installations
- Work with Innovacorp IT team to assume responsibility for business needs
- Participate in regulatory, and client audits to provide information about systems and how they are compliant with regulatory, security, recovery, confidentiality, and ethical requirements
- Prepare hardware and software for virtual and in-person conferences and meetings
- Implement and manage laboratory inventory management system (LIMS) and customer relationship management system (CRM)
- Work to improve and maintain existing research database (Oracle) and website (WordPress) with assistance from AGADA staff and brand design experts
- Any other work that falls under the mission and vision of AGADA, as requested by company leadership.

Preferred Skills

- Excellent interpersonal, verbal, and written communication skills
- Project management skills and ability to manage projects independently
- Understanding of software as a framework for expressing ideas rather than just a language
- Motivation to learn about industry-specific requirements and research endpoints
- Team leadership skills for promoting staff adoption of systems and adherence to new policies and protocols
- Demonstrated ability to be proactive, highly organized, and capable of multi-tasking, along with qualities to handle a fast-paced environment and ongoing change typical of the biotech industry.
- The ability to lead the company in understanding and utilizing technology innovations
- The ability to assess technology products and services aligned with end-user priorities
- A demonstrated ability to learn new software languages and creative ability on user interface
- Knowledge of open source software
- Experience with; data privacy, visualization, statistical analysis, user interface design and implementation, and software development/debugging

Qualifications and Education

- Minimum education requirement is an Information Technology Diploma or Bachelor of Computer Science from a Canadian recognized university or college
- IT or programming industry experience is an asset
- Project management certifications are an asset
- Other education or industry experience relating to Life Sciences or Research is an asset