

**Biomapas** is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine, Poland, Kazakhstan and Sweden, Biomapas operations are spread over 5 continents, concentrated in Europe, Russia and former CIS region.

**Biomapas** is looking for an **IT system assistant** to join our IT team in **Kaunas**.

**Role responsibilities:**

- Prepare a computer working place for a new employee and Conduct technology training for new users;
- Internal system support (emails, website, software and etc.);
- Training in specific internal systems;
- Continuity of the RPA project;
- Monitor IT systems for malicious activity;
- Provide support and participate in common company projects.

**Role requirements:**

- Bachelor's Degree in IT, mathematics, telecommunication, or related field (student);
- Fluent written and spoken English;
- Work experience in IT system support and good knowledge in general;
- Ability to solve complex tasks;
- Good communication skills;
- Interest in IT software and hardware;
- Ability to work independently and demonstrate the initiative to find solutions, prioritize and exercise discretion.

In Biomapas, you will find a supportive work environment with a guarantee for professional and personal development, as well as a competitive salary, benefits and many more initiatives that will make your daily office life comfortable.

Please apply to [cv@biomapas.com](mailto:cv@biomapas.com)

Thank you for your attention.

**Be kindly informed that only selected candidates will be contacted.**