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# Example of Systems Management Specialist Job Description

Our company is growing rapidly and is looking for a systems management specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for systems management specialist

* Use ICH Q9 / ISO 14971 principles and risk management methods/tools for risk assessments
* Key User/Point of Contact for Quality Systems
* Forward requisitions in a timely manner to assigned areas (e.g., accounting, human resources, ) to obtain the appropriate signing authority transferring requisitions on a daily basis
* Restoring/archiving mails
* Assist in the integration and administration of systems such as Lutron, JCI Metasys, REES, AV systems, as they relate to energy & utility usage
* Identifies, configures and modifies calibration routes as needed
* Conducts configuration updates for database hierarchy & device alerts
* Responsible for the set-up of database hierarchy consistent throughout site
* Supports portfolio managers with planning & execution of strategic projects within their portfolio of work (70%)
* Be responsible for the development of detailed study event schedules from clinical trial protocols and using web based CTMS Velos eResearch

## Qualifications for systems management specialist

* Bachelor's degree required in Human Resources, Business, or a related field of study
* 3 year of experience with environmental software implementations (EMIS solutions) and regulatory compliance in a consulting environment
* Experience with at least one off the shelf electronic information management solutions (e.g., IHS ESP opsEnvironmental, IHS ESS Essential Suite, Enviance, Enablon, Technidata EC, Intelex)
* Prior experience involving data entry and/or business math
* Proficiency in the use of Excel, PowerPoint, other MS Office, and other applications
* Ability to work in a fast-paced, changeable environment