



NetSuite Administrator

About MaxCyte:

MaxCyte is a leading provider of cell-engineering platform technologies to advance innovative cell-based research, development, and commercialization of next-generation cell therapies. The company's existing customer base ranges from large biopharmaceutical companies — including 20 of the top 25 pharmaceutical companies based on 2020 global revenue — to hundreds of biotechnology companies and academic translational research centers. MaxCyte has granted 16 strategic platform licenses to commercial cell therapy developers that allow for more than 95 clinical programs. Founded in 1998, MaxCyte is headquartered in Gaithersburg, Maryland, US.

Job Summary:

The NetSuite Administrator own the NetSuite system, partnering with Finance, Manufacturing, Quality and other teams to implement major projects and enhancements related to NetSuite configuration.

Job Duties:

- Lead NetSuite ERP application related projects within defined timelines
- Follow configuration change, testing management, and user administration best practices to ensure SOX compliance
- Tenant management: schedule and support sandbox refreshes, manage upgrade periods, lead testing work
- Interact with cross functional business units to define requirements and understand the systems upstream and downstream changes
- Document and develop high level, business processes flows, requirements and design document for new business requirements
- Manage implementation vendors and consultants to implement new systems, projects and enhancements
- Make configuration enhancements on NetSuite platform per business requirements
- Stay up to date with NetSuite latest releases and review new useful features and functionalities
- Create reports, saved searches and dashboards for business users.

- Other responsibilities as assigned.

Job Requirements:

- Bachelor's degree in Computer Science, Information Systems, Engineering Accounting, or the equivalent
- 2-4 years of NetSuite administration experience (training certifications preferred)
- Demonstrated customer-service / business partner mentality with a track record of building strong, trusting, and collaborative relationships.
- A track record of managing and prioritizing multiple projects across multiple technology platforms and business functions to ensure successful completion and issue resolution on-time and on-budget.

MaxCyte, Inc. is an equal opportunity employer. To apply, please send your resume and/or cover letter to careers@maxcyte.com. Please reference **NetSuite Administrator** in the subject line.