Veeva Systems Administrator
Remote, US or Canada

Summary
Reporting to the Executive Director, Information Services, the Veeva Systems Administrator will work closely with Quality, Regulatory, IS, and eventually Commercial implementing the desired configuration and generally providing support all aspects of the system. The role will span project work (for example when rolling out a new module), business analysis (when optimizing and aligning business processes and system configuration) and operational support (when providing support to the business users). The roll will grow as the use of Veeva expands and the successful candidate will play an instrumental role in deploying and configuring the system.

Responsibilities

- Management and ongoing configuration of Veeva applications
- Manage System Access
- Act as the Veeva subject matter expert to support stakeholders by recommending enhancements, process changes, configuration changes
- Prepare management and executive dashboards and reports
- Resolve technical issues as they arise acting as the liaison to the vendor when required
- Develop and deliver power user and end user training
- Develop and maintain system documentation, including validation documents
- Maintain the system in a 21 CFR Part 11 compliant manner, managing the effects Veeva’s product releases and updates in the environment
- Oversee, and participate as required, in validation activities and acceptance testing
- Work with the business users to assist, or lead as appropriate, the development of Veeva system and process SOPs

Qualifications and Requirements

- Completion of a diploma in Business Administration, Information technology or related field plus a minimum of 3-5 years relevant experience; or an equivalent combination of training and experience
- Excellent written and verbal communication skills and interpersonal skills to be able to interact effectively with co-workers with varying levels of technical expertise
- Competency in MS Office
- Working knowledge of Submissions Management, Review and Archiving processes and procedures Strong customer service orientation
- Experience with Vault QMS, Quality Docs, Submissions and Submissions Archives as well as with the Vault commercial suite
- Vault certification is a plus
- Must be a flexible, self-starter with the ability to work independently with limited supervision
How to Apply

To apply for this role, please submit your CV and cover letter in PDF format to hr@sierraoncology.com. Please indicate the position title in the subject line of your email. We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.