



Position: Information Technology Support Specialist

Reports to: Chief Operating Officer

Description: Provide IT support and guidance to Apellis as a collaborative team member. Help develop the IT function as Apellis expands. Responsibilities will include technology oversight and hands-on user support for three (3) Apellis locations: Louisville, KY; San Francisco, CA; and Waltham, MA. This position will be based in Apellis's Louisville office.

Job Responsibilities:

- Evaluate and manage current IT service providers.
- Support and enhance a non-traditional IT model, driving to minimize overall systems burden but ensuring security and productivity for the team.
- Develop and streamline IT-centric processes such as onboarding/termination, cybersecurity, contracts/procurement, disaster recovery, and collaboration.
- Oversee IT functions for the three (3) Apellis locations: Louisville, KY; San Francisco, CA; and Waltham, MA.
- Provide desktop-level support for Apellis's employees at all locations.
- Advise on matters related to SOX compliance and general IT policies and procedures.
- Additional duties and responsibilities as required.

Experience and Background:

- Bachelor's degree required.
- 5 years directly related IT experience required.
- Experience with cloud-first and BYOD environments and related tools and services.
- Experience with antivirus, security, and MDM solutions targeting both Windows and Mac operating systems.
- Recent hands-on experience supporting a wide variety of Windows and Mac based services.
- Strong analytical and troubleshooting skills along with a strong sense of urgency.
- High level of professionalism and integrity with the ability to manage confidential information with discretion.
- Ability to work with limited direct oversight.
- Excellent verbal and written communication skills.
- Experience in a start-up environment preferred.
- Must be pro-active team player, flexible, and open to change.