



# NEXT BIOSCIENCES TECHNOLOGY CO-ORDINATOR

Are you a proactive, detail-oriented professional with a passion for technology and strong problem-solving skills? We're looking for a Technology Co-Ordinator to join our team! In this vital role, you'll support business application requests, troubleshoot system issues, and help ensure the smooth coordination and delivery of technology projects across the organization. If you're highly organized, tech-savvy, and thrive in a dynamic environment, we want to hear from you!

 **\*\*LOCATION:** MIDRAND

 **\*\*JOB TYPE:** FULL-TIME

 **\*\*SALARY:** MARKET RELATED

 **\*\*START DATE:** 01<sup>ST</sup> JULY 2025

## ROLE PURPOSE:

- Assist in the planning and execution of technology projects.
- Ensure accurate documentation of systems and processes.
- Support the Business Analyst in evaluating business requests and streamlining operations.

## QUALIFICATIONS AND SKILLS:

- A degree in IT, Technology, or a related field (or equivalent work experience).
- Proven experience in project administration and coordination.
- Solid understanding of business application processes.
- Strong troubleshooting and problem-resolution skills.
- Excellent organizational and multitasking abilities.
- Strong verbal and written communication skills.
- Attention to detail and accuracy in documentation.
- Critical thinking and problem-solving mindset.
- Familiarity with technology terminology and business processes.
- Intermediate project management capabilities.
- HCL/Domino experience is advantageous.
- Strong analytical and documentation skills.

## KEY RESPONSIBILITIES:

- Provide comprehensive application support to end-users.
- Collaborate with the Business Analyst and cross-functional teams to resolve application issues.
- Assist with project planning, scheduling, budgeting, and coordination.
- Manage the Technology Service Desk, including job queue oversight.
- Communicate effectively with users, escalating issues as needed.
- Maintain and update all project and system documentation.
- Identify project risks and support mitigation strategies.
- Help implement quality assurance measures and compile project performance reports.

## WHY JOIN US?

At Next Biosciences, you'll be part of a passionate, future-focused team making a real difference in health and science. We believe in professionalism with heart—and we're looking for someone who embodies both.

## WHAT WE OFFER

**Innovative Environment:** Work at the forefront of Bio Technology, where your role directly impacts people's lives.

**Collaborative and Learning Culture:** Join a supportive team that values your input and fosters professional growth.

**Employee Value Proposition:** Comprehensive employee benefits-including Retirement Fund and Medical Aid, state of the art facilities, Earned Wage Access, etc.

**Employee Engagement Activities**-including gifts on special occasions or milestones and paid time off on your birthday, Wellness and Social events & Training and Development.

## TO APPLY

Please follow this link to complete the application Survey Monkey

<https://www.surveymonkey.com/r/HKHPG7C>

## CLOSING DATE FOR APPLICATIONS:

Friday, 20<sup>th</sup> June 2025

For more information, you can visit our website with this link down below  
**<https://nextbio.co.za/Who-are-we/Careers/Vacancies>**

