We are a leading, late-stage clinical company focused on developing innovative gut microbiome-driven therapies to modulate the immune system and enhance cancer patient survival. Supported by a talented team committed to making a difference for patients worldwide, the Company was founded in 2014 and is based in Lyon, France.

As a pioneer, MaaT Pharma has reached a major milestone in its development in January 2025, with positive topline results from its Phase 3 clinical trial evaluating its microbiome-driven immunomodulator in oncology. Using its proprietary pooling and co-cultivation technologies, MaaT Pharma develops high diversity, standardized drug candidates, aiming at extending life of cancer patients. MaaT Pharma has been listed on Euronext Paris (ticker: MAAT) since 2021.

Based in Lyon 7th, we are looking for:

IT Administration Apprentice (M/F)
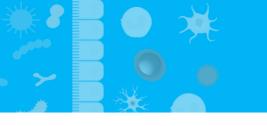*Position able to people with disabilities*

Job Description

By joining MaaT Pharma, you will have the chance to participate in the development of solutions at the cutting edge of pharmaceutical innovation. Under the supervision of the IT Services Manager, you will participate in the administration of MaaT Pharma's IT systems.

The position is available for one year from August/September 2025.

Main responsibilities

- Support in managing our Microsoft/Office 365 environment
  - Understanding Office functionalities (messaging, teams, SharePoint, etc.) and their uses
  - Supporting users in using company tools
- Management of computer and telephone equipment
  - Management of workstation and cell phone inventory
  - Management of employee and external arrivals/departures (preparation of requested equipment, supervision of equipment return)
  - Management of breakdowns, breakages and other malfunctions, follow-up of repairs and after-sales service
  - Management of computer equipment renewal (forecasting, equipment ordering, reception), and equipment end-of-life (resale, destocking, etc.).
- Participation in network management
  - Ensures the proper operation of equipment (firewalls, switches, Wi-Fi hotspots, etc.)
  - Participates in defining and updating network security policies.
- User training
  - Provide user training (new tools, cybersecurity, etc.)
  - Help newcomers get to grips with installed equipment and software
- Processing and corresponding support actions
  - Take over requests and incidents not managed by our outsourcer
  - Carry out first- and second-level investigations and diagnostics
  - Initiate change requests necessary to resolve recurring incidents
- Installation, testing, validation
  - Install computer equipment and collaborative software/applications
  - Test and support users in their daily use
  - Participate in drafting and updating procedures
- Preventive actions, security
  - Security-oriented technology watch
  - Alerting the hierarchy of any major incident

Qualifications and experience

- Currently studying for a 3-year degree in IT
- First professional experience in the Microsoft/Office 365 environment is a plus
- Solid knowledge of the Microsoft environment (Windows 10-11, Office 365, Sharepoint, Intune, Azure Active Directory, PowerShell)
- Excellent interpersonal skills and ability to train users
- Knowledge of Linux would be a plus

You're a good communicator and adaptable. Dynamic and a good listener, you are proactive, rigorous and a team player, all qualities we are looking for in this great opportunity.

Working at MaaT Pharma means working in a friendly, stimulating and challenging environment, as part of a passionate team, and the opportunity to develop your skills and grow.

If you are motivated to join a curious team of human size and evolving in an entrepreneurial and innovative environment, then join us by applying this offer and send us an email with your resume and your motivation to: careers@maat-pharma.com