



MaaT Pharma is a clinical-stage biotechnology company and a leader in the development of microbiome-based therapies designed to modulate the immune system of cancer patients and improve their survival. Supported by an expert team committed to making a difference for patients worldwide, the Company was founded in 2014 and is headquartered in Lyon, France.

A pioneer in its field, MaaT Pharma reached a major milestone in January 2025 with positive topline results from its Phase 3 clinical trial evaluating its microbiome-based immunomodulatory drug candidate in oncology. Leveraging its proprietary pooling technology (combining donations from healthy microbiomes) and microbial co-culture platform, MaaT Pharma develops standardized, high-diversity bacterial therapeutics aimed at improving cancer patient survival. MaaT Pharma has been listed on Euronext Paris (MAAT) since 2021.

Position

Based in Lyon 7th district, we are looking for a:

IT Administration Apprentice (M/F/D)

Position open to candidates with disabilities

Job Description

By joining MaaT Pharma, you will have the opportunity to contribute to the development of cutting-edge pharmaceutical innovations. Reporting to the Director of Information Systems, you will support the administration of MaaT Pharma's IT systems.

This position is available from August/September 2026 for a duration of one year.

Main responsibilities:

- Support in managing our Microsoft 365 environment
 - Gain understanding of functionalities (Outlook, Teams, SharePoint, etc.) and their uses
 - Assist users in adopting and using company tools
- IT and telephony asset management
 - Manage inventory of workstations and mobile devices
 - Handle onboarding/offboarding of employees and external collaborators (equipment preparation, return supervision)
 - Manage incidents, breakages and malfunctions, and track repairs and vendor support
 - Oversee hardware lifecycle (forecasting, ordering, receiving equipment, end-of-life management including resale or disposal)
- Participation in network management
 - Ensure proper functioning of equipment (firewalls, switches, Wi-Fi access points, etc.)
 - Contribute to defining and updating network security policies
- User training
 - Deliver training sessions (new tools, cybersecurity, etc.)
 - Support onboarding of new employees with equipment and software setup
- Support and incident management
 - Handle requests and incidents not managed by the external IT provider
 - Perform first- and second-level investigations and diagnostics
 - Initiate change requests to resolve recurring issues
- Installations, testing and validation
 - Install IT equipment and collaborative applications
 - Test solutions and support users in their daily activities
 - Contribute to drafting and updating procedures
- Preventive actions & security
 - Conduct technology watch with a focus on cybersecurity
 - Report any major incidents to management



Qualifications and Experience

- Currently pursuing a Bachelor's or Master's degree in IT
- Initial experience in a Microsoft 365 environment
- Strong knowledge of Microsoft ecosystem (Windows 10/11, Office 365, SharePoint, Intune, Azure Active Directory, PowerShell)
- Technical project management skills
- Strong interpersonal skills and ability to train users
- Knowledge of Linux would be a plus
- Good command of English

You are a strong communicator with adaptability, proactive mindset, attention to detail, and a strong team spirit—qualities we are looking for in this exciting opportunity.

Why join MaaT Pharma?

Working at MaaT Pharma means evolving in a friendly and stimulating work environment, with exciting challenges, within a passionate team, and having the opportunity to grow and develop your skills.

If you are motivated to join a curious, human-sized team operating in an entrepreneurial and innovative environment, we encourage you to apply by sending your CV and motivation letter to: careers@maat-pharma.com