

Job Title – IT Specialist

Location – Solana Beach, CA

LENZ Therapeutics is a pharmaceutical company focused on the commercialization of VIZZ™ (aceclidine ophthalmologic solution) 1.44%, the first and only FDA-approved aceclidine-based eye drop for treating presbyopia, a condition impacting an estimated 1.8 billion people globally and 128 million people in the United States. LENZ is commercializing VIZZ™ in the United States and continues to establish licensing partnerships internationally to provide access to VIZZ globally. The company is headquartered in San Diego, California.

We are committed to providing an engaging, rewarding work experience that reflects the passion our employees bring to our mission to improve and sustain vision. Our company fosters a diverse and inclusive culture where our employees are encouraged to learn, grow, and innovate, while making a meaningful difference for millions of people around the world.

LENZ provides equal employment opportunities to all employees and applicants.

Overall Purpose:

The IT Specialist will partner with the Director of IT as the primary resource for internal IT needs, ensuring white-glove service is delivered across the organization. This role combines end-user support with enterprise-level IT administration. The ideal candidate is both technically skilled and service-oriented, with experience managing Microsoft environments, Azure, and scripting for automation.

Key Responsibilities of the Role:

- Serve as the first point of contact for IT-related inquiries, delivering a high standard of customer service.
- Install, configure, and maintain desktops, laptops, mobile devices, and peripheral equipment.
- Manage user accounts, access, and security in Microsoft 365 and Azure Active Directory.
- Support and troubleshoot enterprise applications, collaboration tools, and connectivity issues.
- Develop and maintain scripts (PowerShell or similar) to automate IT tasks and improve efficiency.
- Administer and monitor IT infrastructure, including servers, networks, and cloud services.
- Ensure compliance with IT policies, security standards, and regulatory requirements.
- Collaborate with vendors and external partners for escalations, procurement, and project support.
- Provide white-glove IT support to executives and staff, ensuring minimal disruption to operations.



Qualification Requirements

- 5+ years of experience in IT operations or enterprise IT administration.

Expertise

- Strong knowledge of Microsoft ecosystems, including Microsoft 365, Windows OS, and Azure Active Directory.
- Experience with scripting languages such as PowerShell, Python, or similar, including working with APIs through scripting
- Familiarity with enterprise networking, security, and endpoint management tools.
- Excellent problem-solving and troubleshooting skills.
- Strong interpersonal and communication abilities, with a customer-first mindset.
- Experience supporting executives and delivering high-touch, white-glove IT service.

Education

- Bachelor's degree in Information Technology, Computer Science, or related field, or equivalent professional experience.

Physical Demands and Work Environment

Typically works in an office environment. May, on a continuous basis, sit at desk for a long period of time, intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 20 lbs. may be required. The noise level in the work environment is usually low to moderate. Must be flexible to work varying schedules and hours as needed. Frequent out-of-town travel may be required. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range

- \$100-115k DOE

Mission Statement:

LENZ employees are united in a mission to improve and sustain vision. We are passionate and creative about applying scientific innovation to meet the needs of the millions of people worldwide who suffer from Presbyopia and other ophthalmic maladies. We focus on the development and commercialization of new therapies to bring our mission to life for patients every day.