



ZELTIQ's first commercial product, the CoolSculpting System, is designed to selectively reduce stubborn fat that may not respond to diet or exercise. CoolSculpting is based on the scientific principle that fat cells are more sensitive to cold than the overlying skin and surrounding tissues. It utilizes patented technology of precisely controlled cooling to reduce the temperature of fat cells in the treated area, which is intended to cause fat cell elimination through a natural biological process known as apoptosis. Zeltiq developed CoolSculpting to safely, noticeably and measurably reduce the fat layer. Zeltiq is an equal opportunity employer.

We offer a competitive compensation package including salary, stock and benefits. For consideration, **please submit your resume through our [on-line Applicant Tracking System](#)** (or www.zeltiq.com under career).

Job Description: **Database Administrator (SAP Business One)**

Reports To: Decisions Support Systems Architect
Department: IT
FLSA: Non-exempt

Summary:

ZELTIQ has an outstanding opportunity for database administrator to maintain, enhance, and performance tune production databases that support enterprise wide applications, while ensuring high levels of data availability. The enterprise application environment is rapidly growing. This position is in a dynamic environment and the successful candidate will need to be a self-starting, quick learning, detail oriented, highly motivated individual that works well in a team setting.

Essential Duties and Responsibilities include the following (other duties may be assigned.):

- Maintain existing SAP Business One system and all associated add-ons, implement new add-ons.
- Maintain change control and testing processes for modifications to databases.
- Perform database transaction and security audits.
- Set up users in enterprise applications and maintain appropriate end-user database access control levels.
- Create, or support creation of, ad hoc queries in response to business user needs.
- Respond to and resolve database access and performance issues.
- Coordinate data migrations between systems.
- Monitor, optimize and allocate physical data storage for database systems.
- Install and configure relevant network components to ensure database access as well as database consistency and integrity.
- Monitor database system details within the database, including stored procedures and execution time, and implement efficiency improvements.
- Develop routines for end users to facilitate best practices database use.
- Gather, analyze and influence user and system requirements.
- Identify and create solutions to improve system performance and availability.
- Assume additional responsibilities as assigned.

Other Duties and Responsibilities:

Strategy & Planning:

- Assist with assessing and developing long-term strategic goals for production databases in conjunction with data owners and department managers.
- Work with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures.
- Assist with design and implementation of redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.

Qualifications:

- Associate's Degree (Bachelor's Degree preferred) or equivalent work experience.
- 1 to 3 years' experience administering Microsoft SQL Server.
- Experience supporting SAP Business One, or comparable ERP systems
- Experience supporting Salesforce.com or comparable CRM systems
- Strong analytical skills.
- Strong working knowledge of each business unit's data requirements in a medical device company.
- Excellent organizational skills.
- Excellent communication, written, and interpersonal skills.

Additional Requirements:

- Responsible for performing all duties in compliance with FDA's Quality System Regulation (QSR), ISO13485, the Canadian Medical Device Regulations, and all other international regulatory requirements with which ZELTIQ complies.

Language and Verbal Skills:

Individual must have excellent verbal and written communication skills and a demonstrated ability to communicate clearly and professionally.

Math Skills:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Analytical and Reading Skills:

Ability to read, understand and abide by company procedures. Ability to define problems, collect data, establish facts, draw valid conclusions and report on findings.

Physical Requirements:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear; up to 8 hours per day. The employee is regularly required to lift and carry up to 10 pounds and occasionally lift and carry up to 25 pounds. Duties also involve daily keyboard data entry. Specific vision abilities required by this job include close vision.

Work Environment:

Most work is performed in an office-like setting. The noise level in the environment is usually low to moderate

Safety:

Zeltiq is committed to the health and safety of our employees. We expect that all employees will perform their responsibilities while maintaining a safe, cooperative, and productive work environment, thus ensuring the health and safety of themselves and others.