



Lab Purchasing Assistant

Be an integral part of a dynamic and successful team interacting with the coolest biotech companies in the world!

LabCentral, a rapidly growing collaborative workspace and launch pad for early stage biotech companies in Cambridge, is seeking a high-energy Lab Purchasing Assistant to be responsible for verifying, preparing, and purchasing all lab supplies and equipment for the company and its residents. This position would be located in one of our two Cambridge locations or on site at the Harvard Life Lab, operated by LabCentral. This is a hands-on, junior level position with growth opportunity. You should be a highly capable, self-directed individual who employs a high level of autonomy in their work. If you are the kind of person who not only thinks critically about problems, but also likes to take the initiative to pursue new ideas, you would probably enjoy working here.

Responsibilities:

- Place, monitor, and expedite high volumes of orders for scientists, support staff and the LabCentral team daily while offering exceptional customer service
- Set up new accounts with vendors and maintain master vendor list
- Clarify unclear items and recommend alternatives if appropriate
- Work with Lab Director and lab techs to verify items requested are on approved chemical and supply list
- Offer general support to lab team and work closely with the team to monitor inventory
- Work with finance team to secure appropriate purchase orders, process payments and ensure audit compliant documentation is in place
- Work with existing Purchasing Team to secure discounts for lab supplies, and manage lab coat system
- Respond to requests for order confirmations and tracking, resolve shipments in error and arrange returns
- Keep information accessible by sorting and filing documents
- Update job knowledge by participating in educational opportunities

Qualities:

- Outstanding organizational skills and ability to multi-task
- Personable and articulate with a desire to be part of a Team focused work environment
- Derives personal pleasure and satisfaction helping others
- Thrives in a fast-paced open office environment with constant customer interaction

Requirements:

- College degree preferable and/or 1 to 3 years of experience in purchasing and receiving
- Coursework in Biology, Microbiology, Chemistry and Biochemistry desired
- Science/lab interest or experience strongly preferred
- Strong Microsoft Excel skills required
- Knowledge of e-procurement systems and Quickbooks preferred

Compensation/Benefits:

- Wage commensurate with experience and qualifications
- 401(k) package, plus 100% of the cost of a premium healthcare and dental package, long and short-term disability, life insurance, and unlimited vacation. Yearly parking pass or MBTA coverage is provided
- Annual reviews with raises for those on track with strong performance

To Apply:

Only complete applications will be reviewed. Complete applications will include:

- Resume & cover letter specifically addressing your interest in this role at LabCentral
- Please submit application through our website at <http://labcentral.org/contact/employment/>