



Senior Associate, Purchasing

Have you ever wondered what it would be like to take your business skills to a start-up setting? Do you like to think up new ideas that disrupt the status quo? 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, then LabCentral is great fit for you. Our team collaborates across disciplines, relying on our skills to add value to this unique culture, positively impacting the successes of our community.

LabCentral, a launch pad for early stage biotech companies in Cambridge, is seeking a Senior Associate, Purchasing (reporting to the Associate Director of Accounting/Controller)— this role requires both organizational skills and willingness to provide high-quality customer service.

You'll be the best fit for this role if you have a business administration or finance/accounting degree, 1+ years of supply chain experience or or 1-3 years of experience in a related role focusing on customer support and purchasing/receiving. Bonus points if you dream of being the person who can save the day when a scientist calls, and are genuinely curious why ethidium bromide is a banned substance in our facility! Hard workers, critical thinkers, organizational nuts, and excel wiz's are encouraged to apply!

What your day looks like:

- Engage with current/future vendors and residents to enhance our mission
- Validate, quality check, and process invoices from a variety of vendors
- Employ negotiation skills and liaise with residents and vendors to solve order complications efficiently
- Place and track orders and be ready to assist residents
- Assist LabCentral in scaling its current business model by automating processes to become more efficient
- Be willing to take on challenges that aren't directly related to your job description
- Collaborate with the finance team on invoicing and documentation

Some "you shoulds" that will enhance your day:

- Love being part of a team while being capable of working independently
- Have strong time management, organization and decision-making skills
- Build on relationships with vendors to expedite resolutions
- Create relationships and thrive off of constant customer interactions
- Believe work and having fun can be synonymous
- Enjoy continuously learning, and tackle whatever comes your way

What your first six months may look like:

- Learn our systems and provide feedback on how to do things better
- Complete needed training on aspects of procurement, record keeping, and invoicing
- Learn more about our residents and their research
- Signup for a Biotech 101 class to learn more about science and the industry

A snapshot of our benefits:

Premium healthcare and dental package, yearly parking pass or MBTA coverage, long and short-term disability, life insurance, unlimited vacation, and 401(k) package.

Only complete applications will be reviewed. Applications are submitted at LabCentral.org and will include a resume/cover letter specifically discussing your interest in joining the LabCentral team.