



Are you passionate about making a big impact? Do you see yourself working in a vibrant, collaborative space where innovative work is done? If you are the kind of person who takes initiative, who can juggle many tasks simultaneously, and enjoys problem solving, then LabCentral is a great fit for you. Our team collaborates across disciplines, relying on our skills to add value to this unique culture of thriving entrepreneurs working to solve the biggest problems in human health

LabCentral, a launchpad for early stage biotech companies in Cambridge, is seeking an Accounting/Purchasing Co-Op to join our team for the spring semester. This role requires both organizational skills and willingness to provide high-quality customer service. Hard workers, task-list junkies and organizational nuts are encouraged to apply! Bonus points if learning something new in Excel jazzes you up!

Preferred Majors: Accounting, Finance, Management, MIS

What your day looks like:

Validate, quality check, and process invoices from a variety of vendors.

Ensure that all order complications (backordered, discontinued products, etc.) are resolved in a timely manner. Essentially, you are the liaison between LabCentral, its residents, and its vendors.

Complete credit applications to ensure that LabCentral and its residents receive the best possible payment terms (2%/10 net 30 anyone?)

Be willing to take on challenges that aren't directly related to your job description (think: helping out with the reception desk or fixing a broken coffee machine)

Some "you shoulds" that will enhance your day:

Create relationships and thrive off of constant customer interactions

Have strong time management and organization skills and the ability to prioritize multiple tasks

Love being part of a team while being capable of working independently

Have excellent oral and written communication skills, good intuition and ability to adapt to changing priorities

Provide tangible solutions to day-to-day problems

Believe work and having fun can be synonymous

Be curious, enjoy continuously learning, and tackle whatever comes your way