



## **Operations Intern**

Be somewhere, be authentic, share your passions, and create change. We are a collaborative workspace changing the face of biotech, and we need more than just scientists to innovate. Our team collaborates across disciplines, relying on our skills to add value to this unique culture, while positively impacting the successes of our community.

We're growing as fast as our resident companies which means we need your talents and experiences to help us thrive. Join our team as an Operations Intern where you would be reporting to our Operations and Event Manager.

You'll be the best fit for this role if you are a motivated, excited, and creative individual who wants to learn more about general business operations as well as life sciences and biotech startups. Bonus points if you love doing something new everyday and believe no challenge is too small.

### ***What your day looks like:***

Assist with day-to-day operational activities

Support team functions and events

Collaborate with the Operations Team to improve our systems

Display a high-level of customer service and ensure residents have a positive experience

Aid with administrative tasks(e.g, social media, database entry, cafe restocking, etc.)

### ***Some "you shoulds" that will enhance your day:***

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

Have strong time management, prioritization, organization, and decision-making skills

Believe work and having fun can be synonymous

Enjoy continuously learning, and tackle whatever comes your way

### ***What your first couple weeks will look like:***

Discover the five best ways we make our morning coffee, enrich our team, and find your place

Continue to build your skills and set goals for personal and professional growth

Develop an understanding of the LabCentral Community and interact with residents

Learn our systems and provide feedback on how to do things better

### ***A snapshot of our benefits:***

MBTA coverage

Access to weekly in-house events

Team lunch once a week

All the snacks that you can eat and tea/coffee that you can drink

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