

Lab | Central

Cafe and Operations Associate

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, 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 in the position of Cafe and Operations Associate where you would be reporting to our Office Manager.

You'll be the best fit for this role if you have a college degree and/or 1-3 years experience working in the service industry. Bonus points if you always wake up early enough to catch the worm.

What your day looks like:

- Coordinate orders, daily deliveries, stocking, organization and inventory for multiple sites
- Maintain service contracts and equipment
- Collaborate with the Operations Team to improve our systems
- Support team functions and events
- Display a high-level of customer service and ensure residents have a positive experience

Some "you shoulds" that will enhance your day:

- Love being part of a team while being capable of working independently
- Build relationships with vendors to expedite resolutions
- Have strong time management, prioritization, organization, and decision-making skills
- Engage. Cafes are about fostering interactions, not just fully stocked shelves
- Believe work and having fun can be synonymous
- Enjoy continuously learning, and tackle whatever comes your way

What your first six months will look like:

- Discover the five best ways we make our morning coffee, enrich our team, and find your place
- Learn how to give the perfect tour
- Become Servsafe and TIPS certified
- Continue to build your skills and set goals for personal and professional growth
- Complete MassBio's Biotech 101 for non-scientists course
- 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:

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.