



## **Lab Purchasing Assistant**

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 Lab Purchasing Assistant where you would be reporting to our Purchasing Lead and Accounting Manager.

You'll be the best fit for this role if you have a life sciences degree, 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!

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

- Engage with current/future vendors and residents to enhance our mission
- Employ your life sciences knowledge to assist residents with the ordering process
- Work with Purchasing Lead to provide ordering support across multiple sites
- Learn the ins and outs of our e-procurement system
- Educate residents on proper ordering techniques
- 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
- Create relationships and thrive off of constant customer interactions
- Have strong time management, 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 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
- Continue to build your skills and set goals for personal and professional growth
- Complete needed training on aspects of procurement, record keeping, and invoicing
- Develop an understanding of the LabCentral Community and the amazing work being done here
- 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](http://LabCentral.org) and will include a resume/cover letter specifically discussing your interest in joining the LabCentral team.*