**Director of Lab Operations**  
*Be an integral part of a dynamic and successful team interacting with the coolest biotech companies in the world!*

LabCentral, a rapidly growing collaborative workspace and launch pad for early stage biotech companies in Cambridge, is seeking a Director of Lab Operations to help scale up and collaboratively run the Life Lab, a Harvard Innovation Labs facility operated by LabCentral. You must be a highly capable, self-directed individual ready to roll up your sleeves and lead a small team to success. This is a high profile role with ultimate responsibility for ensuring the smooth operation of the labs and equipment and environmental health and safety (EHS). The director will serve as proxy and point of contact for the Harvard Principal Investigator who reports to the Harvard Committee on Microbiological Safety (COMS). This person will employ a high level of autonomy in their work, thinking critically about problems within the context of multiple layers of complexity and take the initiative to pursue new ideas.

**Responsibilities:**
- Lead a team and manage the Harvard Life Lab locally; foster a collaborative, professional environment
- Assist in replicating systems and staffing for new facility, keeping scalability in mind for future growth
- Communicate regularly and clearly with other LabCentral sites and within Harvard Innovation Labs
- Report to LabCentral executive team and others to ensure efficient operations
- Interact with, collaborate, and manage inter-departmental and inter-operational relationships at Harvard University, Harvard Business School, Harvard i-lab and Launch Lab
- In collaboration with the operations manager, manage and report on budget projections with LabCentral and Harvard Innovation Lab teams and prepare regular usage reports
- Analyze impact of the Life Lab on startups, the innovation ecosystem and its role in LabCentral’s pipeline
- Oversee lab manager in support of scientists with equipment and software training, including but not limited to maintenance and repair of lab equipment, lab computer infrastructure, development of SOPs
- Oversee centralized purchasing system in support of scientists
- Think critically to resolve unique issues revolving around a shared work environment and help maintain an environment of collaboration and creativity

**Qualities:**
- Personable and articulate with strong written and verbal communication skills including public speaking
- Self-starter with excellent work ethic and optimistic attitude
- Exhibit effective leadership skills, including willingness to roll up sleeves to help get things done
- Detail oriented with astute attention to quality control and getting things right
- Desire to be part of a team focused environment and derive pleasure and satisfaction in helping others
- A sense of humor even when things are chaotic!

**Requirements:**
- Master’s or PhD in a scientific field, 7+ years of lab management experience with increasing leadership and management responsibility
- Outstanding organizational skills and ability to prioritize multiple tasks and/or projects
- High level of proficiency with MS Office (Excel, Outlook, Publisher, PowerPoint), and database systems
- Experience with startup or fast growing organizations, along with ops and project management is a plus

**Compensation/Benefits:**
- Salary commensurate with experience and qualifications
- 401(k) package, plus 100% of the cost of a premium healthcare and dental package, long and short-term disability, life insurance, yearly parking pass or MBTA coverage and unlimited vacation
- Annual reviews with raises for those on track with strong performance

**To Apply:**
*Only complete applications will be reviewed.* Complete applications will include:
- Resume & cover letter specifically addressing your interest in this role at LabCentral
- Please submit application through our website at [http://labcentral.org/contact/employment/](http://labcentral.org/contact/employment/)