



Facilities Assistant

Are you mechanically minded and always tinkering with things, but not sure how to apply these skills to a professional work environment? Do you like to think up new ideas that disrupt the status quo and work with a team to build solutions? Our team collaborates across disciplines, relying on our skills to add value to this unique culture, positively impacting the successes of our community.

LabCentral, a rapidly growing launch pad for early stage biotech companies in Cambridge, is seeking a Facilities Assistant reporting to the Senior Manager, Safety Services and Facilities Operations.

You'll be the best fit for this role if you have a high school diploma and 2 – 3 years of relevant trade experience (plumbing, electrical, carpentry, etc.); or technical/trade school program or certification and a minimum of 1 year of relevant trade experience. This role requires both organizational skills, ability to climb and do work from a ladder, and be the resident handy person. Hard workers, critical thinkers, organizational gurus, and tinkers are encouraged to apply!

What your day looks like:

- Maintain facility appearance and ensure optimal functionality and cleanliness
- Display a high-level of customer service and ensure residents have a positive experience
- Manage and respond to daily facilities requests and perform preventive maintenance
- Oversee the daily handling and organization of packages, supplies, and materials
- Create, implement, and follow facility standard operating procedures
- Coordinate and communicate with outside vendors and contractors
- Any other duties needed to help drive our vision, fulfill our mission and abide LabCentral's values

Some "you shoulds" that will enhance your day:

- Have basic knowledge of carpentry, plumbing, and/or mechanical equipment
- Have strong time management, organization, and decision-making skills
- Have ability to ensure assets are up to date and all requests are processed in the CMMS
- Be flexible to work evenings, and occasional weekends
- Be able to lift at least 50 pounds
- Love being part of a team while being capable of working independently

What your first six months will look like:

- Dive into the day-to-day upkeep of the LabCentral facility
- Complete necessary training on aspects of facility management
- Learn our systems and provide feedback on how we might do things better
- Interact with LabCentral community and learn details about resident companies
- Sign up for a Biotech 101 class to learn about science and the industry
- Crosstrain with other LabCentral departments and provide coverage/backup in other areas
- Continue to build your skills and set goals for professional growth
- Develop an understanding of the LabCentral community and the amazing work being done here

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.