



Facilities and Lab Associate

Are you mechanically minded and always tinkering, but you're 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, the premier launchpad for early stage biotech companies in Cambridge, is seeking a Facilities and Lab Associate, Lab Operations at our LabCentral 610 location [reporting to Lead, Lab Operations]. This role requires organizational skills and a willingness to bridge facilities management and lab operations.

You'll excel in this role if you have at least an associate degree and 2+ years of previous facilities or maintenance experience. 1+ year of lab experience preferred. This role requires both organizational skills, ability to lift at least 50 lbs., ability to climb and do work off a ladder, and be the resident handy person. Hard workers, critical thinkers, organizational nuts, and tinkerers are encouraged to apply!

What your day looks like:

- Display a high-level of customer service and ensure residents have a positive experience
- Oversee the coordination and organization of inbound and outbound shipments
- Maintain facility appearance and ensure optimal functionality and cleanliness
- Troubleshoot, repair, and maintain laboratory equipment
- Manage and respond to daily facilities and basic lab requests, including preventive and emergency fixes
- 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 to LabCentral's values

Some "you shoulds" that will enhance your day:

- Have an interest in learning basic skills in carpentry, plumbing, and/or mechanical equipment repair
- Know/have interest in how a productive lab environment operates and is supported
- Be able to communicate effectively (oral and written) with LabCentral team, residents, and vendors
- Be passionate and be curious about the science and technologies being developed at LabCentral
- Create relationships and thrive off of constant customer interactions
- Love being part of a team while being capable of working independently
- Believe work and having fun can be synonymous

What your first six months will look like:

- Become familiar and train on most of the basic pieces of lab equipment
- Complete necessary training on aspects of facility management
- Immerse yourself in the day-to-day LabCentral 610 operations
- Learn our systems and provide feedback on how we might improve
- Crosstrain with other LabCentral departments and provide coverage/backup in other areas
- Continue to build your skills and set goals for personal and professional growth

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.