

## **Associate, Lab Operations**

Are you driven by a passion for scientific discovery, but do your best work supporting others in the lab? Do you like to think up new ideas that disrupt the status quo and work with a team to build solutions? Do you see yourself working in a vibrant, collaborative space where impactful and innovative work is done? If you are the kind of person who takes initiative, who can juggle many tasks simultaneously and enjoys solving problems for clients, then LabCentral is a great fit for you. 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 launch pad for early stage biotech companies in Cambridge, is seeking an Associate, Lab Operations at our LabCentral 700 location [reporting to Manager, Lab Operations]. You'll be the best fit for this role if you have a BS in Biology and 1 year of hands-on experience in the life sciences. You should be a highly capable, self-directed individual who enjoys a healthy mix of problem-solving and customer-facing interactions.

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

- Collaborate with lab team to maintain the labs and troubleshoot technical issues
- Display a high-level of customer service and ensure residents have a positive experience
- Educate residents on equipment and organize training sessions with vendors
- Liaise between the residents, vendors, and our teams - ensuring prompt feedback and action
- Assist in the development and modification of SoPs for the lab
- Respond to lab-related issues outside of normal business hours as part of the on-call rotation
- Any other duties needed to help drive our vision, fulfill our mission, and abide to LabCentral's values

### ***Skills you'll need to exceed in this role:***

- Strong time management, organization, multi-tasking, and decision-making skills
- Ability to learn about a variety of lab equipment and train residents on best practices
- Excellent communication and customer service skills for building relationships with residents and vendors to expedite resolutions
- Adept MS Suite skills required; Database management skills preferred

### ***What your first six months will look like:***

- Immerse yourself in day-to-day laboratory maintenance and operations
- Complete needed trainings on aspects of lab equipment and processes
- Develop an understanding of the LabCentral Community and interact with residents
- Learn our systems and provide feedback on how to do things better
- 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](http://LabCentral.org) and will include a resume/cover letter specifically discussing your interest in joining the LabCentral team.*