



Have you ever wondered what it would be like to take your business skills to a start-up setting? Do you like to think up new ideas that disrupt the status quo? If you are the kind of person who not only thinks critically about problems, but also likes to take the initiative to pursue new ideas, then LabCentral is 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 rapidly growing launch pad for early stage biotech companies in Cambridge, is seeking a Purchasing Senior Associate (reporting to Purchasing Associate Manager and Controller)— this role requires both organizational skills and willingness to provide high-quality customer service.

You'll be the best fit for this role if you have a business administration or supply chain management degree and 1-3 years of experience, or 2-4 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, and are genuinely curious why ethidium bromide is a banned substance in our facility! Hard workers, critical thinkers, organizational nuts, and excel wiz's are encouraged to apply!

What your day looks like:

- Engage with current/future vendors and residents to enhance our mission
- Validate, quality check, and process invoices from a variety of vendors
- Liaise with residents and vendors to solve order complications efficiently
- Employ negotiation skills by meeting with vendors to discuss best pricing and account terms
- Complete credit applications to ensure the best possible payment terms (2%/10 net 30 anyone?)
- Manage and develop e-procurement system to add vendors and enhance user experience
- Assist LabCentral in scaling its current business model by automating processes to become more efficient
- Be willing to take on challenges that aren't directly related to your job description (helping out with the reception desk, fixing a broken copy machine)
- 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
- Have strong time management, organization, and decision-making skills
- Have experience in seeing a project/process through from start to finish
- Create relationships and thrive off of constant customer interactions
- Believe work and having fun can be synonymous
- Enjoy continuously learning, and tackle whatever comes your way

What your first six months may look like:

- Learn and improve our e-procurement system that services 70+ resident companies
- Build strong relationships with each of our vendors
- Discover the different ways to order oligo cards, chemicals, and other lab supplies
- Signup for a Biotech 101 class to learn more about science and the industry
- Learn more about our residents and their research over lunch
- Assist with front desk coverage and learn how to fix an exploding coffee machine

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.