



610 Main Street
Cambridge, MA 02139
HR@satellite.bio
<https://www.linkedin.com/company/satellite-bio>

Facilities & Laboratory Manager

Satellite Biosciences is pioneering the development and implementation of proprietary, off-the-shelf, implantable satellite organs as living therapeutic solutions that can transform the lives of millions of patients who suffer from serious diseases. Building on 25 years of work in award-winning labs at top academic institutions, the platform is supported by a strong IP portfolio and is backed by a top tier syndicate, led by Polaris Partners, Lightspeed Ventures, and aMoon.

We are seeking an experienced, creative, and motivated **Manager** to join our rapidly growing team. In this role you will contribute to the company's platform technology of engineered satellite organs. Specifically, you will lead all facilities and laboratory management to support a cross-functional team at multiple locations.

This role is a unique opportunity to join an early-stage, well-funded Biotech startup. You will initially report directly to the Chief Technology Officer. This position is full-time with laboratory time being on-site at our facilities located in Cambridge, MA and at external partner sites.

Responsibilities:

- Manage all laboratory and facility operations for pharmacology, process development, bioanalytical development and manufacturing groups across multiple facilities.
- Lead facility and laboratory planning for new facilities to accommodate company growth.
- Develop, standardize, and streamline laboratory layout and operating procedures to maximize efficiency for staff and ensure contamination control.
- Monitor and ensure consistent stock of routinely used laboratory supplies and relevant inventory items through proactive order placement and management.
- Manage equipment quoting, purchasing, installations and ongoing maintenance.
- Oversee and maintain a safe and healthy laboratory workspace through employee training and developing standard operating procedures.
- Maintain laboratory information system and keep critical supply inventories up-to-date.
- Obtain, maintain, and display necessary permitting and ensure ongoing EH&S compliance.
- Coordinate lab and office installations, build-outs, moves, and renovations.
- Work with internal stakeholders, external construction groups, designers, landlords and project managers to help design and build a new lab spaces that meet functional and productivity standards as needed.

Required Qualifications & Experience:

- BS or MS in a biological science and 8+ years biotech industry experience with 3+ years experience in laboratory and/or facilities management required.
- Experience working in regulated environments, site audits, and inspections required.
- Demonstrated track record of being a hands-on leader with sound judgment who can work with minimal supervision in a dynamic environment.
- LIMS experience required, with Benchling experience strongly desired.
- Experience with multi-disciplinary and multi-facility laboratory layouts strongly desired.
- Experience managing preventive maintenance and repairs of house utility systems (laboratory gases, vacuum, HVAC, electrical, DI water, etc.) and common laboratory equipment (BSCs, centrifuges, etc) a plus.
- Knowledge of cGMP, GLP and other regulatory requirements strongly desired.



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- 3+ years direct bench experience in a research, development or manufacturing setting desired.
- Excellent written and verbal communication skills, and attention to detail, with the proven ability to build open and collaborative relationships and work effectively as a member of a multidisciplinary team.
- The successful candidate will be an ambitious self-starter, have a strong work ethic, be able to generate high quality work under tight deadlines, and enjoy working in a fast-paced team environment.

Please submit your resume (.pdf format) to HR@satellite.bio

As an equal opportunity employer, Satellite Biosciences does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin or veteran status. We value diversity and are committed to creating an inclusive environment for team members from all backgrounds.