



Do More, Be More, Build Your Biotech

<https://www.biolabs.io/>

BioLabs, established in 2009 and headquartered in Cambridge, MA, is the premier network of co-working spaces for life science startups. Our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop, grow and commercialize their game-changing ideas by being paired with premium, fully-equipped and supported laboratory and office spaces alongside unparalleled access to capital and industry partners. BioLabs offers co-working environments through a network of 9 US-based locations, and with plans for expansion in the months ahead, we are currently seeking exceptional talent to join our growing company.

ROLE OVERVIEW

BioLabs is seeking to hire a **Laboratory and Operations Associate, Eisai Innovation Center BioLabs**. Working in the Alewife area of Cambridge, this person will assist in the routine operation of a shared office and laboratory space to provide full support to our resident companies. We are looking for a multi-talented individual to support shared equipment and spaces. You should be a highly capable, self-directed individual who employs a high level of autonomy in your work, while being able to work collaboratively within a small team. This position provides an excellent opportunity to support promising startup companies in their most formative years, while developing your own laboratory and business skills in a cutting-edge biotechnology facility.

KEY RESPONSIBILITIES

- Greet and assist resident companies, vendors, and visitors in a friendly and professional manner.
- Maintain professional atmosphere in office, lab and shared spaces including assisting BioLabs staff with enforcing facility guidelines.
- Assist with shipping and receiving and event scheduling.
- Assist in the maintenance and servicing of laboratory equipment including daily tasks to ensure instruments are working properly, schedule preventative maintenance, troubleshoot routine issues.
- Manage liquid and solid waste pickups and proper storage of chemical and biohazard waste.
- Additional duties include keeping spaces clean and well stocked and acting as the primary responder for equipment alarms and laboratory or facility emergencies.
- Working in collaboration with BioLabs' staff on special projects to achieve objectives and enhance organization, cleanliness and safety in the laboratories and overall facility.

ROLE REQUIREMENTS

- Scientific/Laboratory-related experience in a commercial environment
- Exceptional communication and presentation skills
- Highly organized and results driven
- Experience in a client-service/customer service environment responding to and acting on customer feedback
- Budgeting and reporting
- Strong interpersonal skills, an effective listener and proactive relationship builder



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- Self-motivated, routinely initiate and deliver projects successfully with minimal supervision

EXPERIENCE REQUIREMENTS

- Bachelor's degree in Biology, Biotechnology or related field.
- At least 1 year of work experience in a laboratory environment is preferred.
- Will be expected to learn how to properly handle a variety of hazardous materials, including biological materials, hazardous chemicals, acids, bases, oxidizers, solvents, vacuum pump oils, compressed gases, cryogenic liquids, and sharps while operating in a BSL2 laboratory.
- Given the breadth of instrumentation at BioLabs, mechanical savvy and manual dexterity will be essential when maintaining large and small equipment and instrumentation.
- Demonstrated organizational skills and ability to prioritize multiple tasks and/or projects.
- Experience in tracking, maintaining, and sourcing inventory.
- Due to the physical nature of the job, must be able to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently. Job is physical in nature and employee may be required to lift, move, and transport related laboratory equipment and supplies.
- Occasional early morning, evening and/or weekend hours may be required.

Additional Qualifications

- Previous experience working in biological laboratories and/or customer service is very desirable.
- Must be competent using computers and software programs. Excellent verbal and written communication skills and a working knowledge of Microsoft Office Suite are expected.
- Should be able to take the initiative and think on their feet.
- Ability to follow directives and to adopt and enforce safe working practices.
- Self-motivated with the desire to acquire on-the-job training, to succeed and to develop new intellectual and practical professional skills.

COMPENSATION & BENEFITS

- Salary: Commensurate with experience and qualifications
- Retirement: 401(k) package options
- Medical/Dental/Vision: We offer a variety of medical plans, dental and vision plans, long and short-term disability, and life insurance
- Transportation: BioLabs offers full reimbursement for a monthly MBTA pass

BioLabs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and



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conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.