



*"Do More, Be More, Build Your Biotech"*

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

BioLabs, established in 2009 and headquartered in Cambridge, MA, are the premier co-working spaces for life science startups. Our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop and grow 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 8 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**

The **Site Director** will play a key role in overseeing the overall operations of a BioLabs in the greater Boston area, running the day-to-day operations of site, with a commitment to providing optimal experiences to our members.

### **Goals & Objectives:**

- Work closely with the team optimize the operational efficiency and P&L for the site and/or region
- Drive the success of all operational support staff and services
- Directly manage the Lab Manager or Head of Facilities and other support staff
- Structure effective training program that enables team members to onboard quickly and successfully
- Accountable for department budgets

## **KEY RESPONSIBILITIES**

### **Process Management and Business Insights**

- Manage key processes to optimize the BioLabs business, including goal setting and review, and cross-functional meetings designed to optimize member experience
- On an ongoing basis audit key business processes and recommend improvements
- Work to ensure that the highest priority projects are successfully executed

### **Security Management**

- Oversee security policy and procedures as needed

- Work collaboratively with IT consultants to develop a Business Continuity Plan
- Ensure all fire, health and life safety regulations are being followed

### **Facilities Management**

- Manage legal & compliance issues relative to building operations to ensure BioLabs is operating within compliance of all local applicable laws
- Oversee janitorial strategy based on local regulations and requirements
- Interface with landlord, developers, construction workers and property management as needed to ensure smooth facilities operations

### **Client Services**

- Collaborate with the Site Manager or Director to explore and implement food and beverage programs regionally that are consistent with BioLabs message and level of quality
- Manage administrative, concierge and events staff to ensure high-quality member experience

### **ROLE REQUIREMENTS**

- Strong understanding of shared work environments, building systems and cross-functional teams
- A true leader. One who can inspire others to take action and be their best
- Strong written and verbal communication
- Experience presenting to executive level stakeholders to receive the necessary resources for success
- Knowledge in IT infrastructure a plus
- Multiple languages a plus
- Proficient in all Microsoft Office applications

### **EXPERIENCE REQUIREMENTS**

- Minimum of 10 years of experience in hospitality, property management or other relative field

### **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
- Annual reviews with raises for those on track with strong performance

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

**To apply for this position please email cover letter and resume to:**

[Careers@biolabs.io](mailto:Careers@biolabs.io) with Subject Line: "Site Head (Job Code BOSBL-307)"