



"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

BioLabs is seeking to hire a full time **Administration and Operations Associate** for a premier co-working lab facility located in Cambridge, MA. This person will assist with administrative, clerical and operations requests of our resident companies and staff members at Ipsen Innovation Center BioLabs (IICB). This role is largely customer-facing and requires excellent attention to detail, adherence to deadlines, a professional demeanor and the ability to multi-task. You should be a capable, self-directed individual who employs a high level of autonomy in your work.

KEY RESPONSIBILITIES

- Share in opening and closing site, M-F 8:30 am – 5 pm
- Assist resident companies, vendors, and visitors in a friendly and professional manner
- Restock and maintain professional atmosphere in office, conference rooms, and occasionally the labs
- Be the lead on receiving deliveries, creating receipts for received packages, keeping the receiving area organized, and assist with shipping requests
- Manage digital office communications
- Create and distribute recurring digital newsletter
- Maintain and revise electronic records, documents and procedures
- Schedule conference rooms and manage conflicting events
- Attend staff meetings, record, prepare, and distribute minutes
- Assist IICB staff with enforcing facility guidelines
- Work in collaboration with IICB staff and IPSEN building management on special projects to achieve objectives and enhance organization

ROLE REQUIREMENTS

- Strong organizational skills and ability to prioritize multiple tasks and/or projects.
- Due to the physical nature of the job, must be able to exert up to 20 pounds of force daily. Must be comfortable using a pallet jack on occasions. Position may require prolonged periods of sitting or standing.
- Occasional early morning, evening and/or weekend hours may be required.
- Must be able to read, write and speak English proficiently.
- Ability to work with multi-level employees and communicate effectively with individuals where English is a second language.
- Must be competent using computers and software programs. Excellent verbal and written communication skills and a working knowledge of Microsoft Office Suite is a must. Familiarity with Jaggaer platforms would be a bonus.
- Easy to intermediate level of tech savvy: the position will require troubleshooting printer/scanner, conference room phones, and TV connections.
- Dependable, regular office presence with the ability to follow directives and to adopt 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.
- Authorization to work in the US.

EXPERIENCE REQUIREMENTS

- High school graduate or equivalent required.
- At least 2 years of work experience in an office environment with proven computer literacy (relevant college level course work may count towards experience).

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 with Subject Line: "Administration & Operations Associate (Job Code IPSBL-303)"