



BioInnovation Labs (BioLabs), established in 2009 and headquartered in Cambridge, MA, is the premier network of co-working spaces for life science startups. We are enabling innovation to make the world a better place through interaction with the smartest and most motivated people in the world and we are seeking a Lab Operations Associate to join us on that mission. Through a rapidly growing network of global locations (currently ten in the US and two in Europe), our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop, grow, and commercialize their game-changing ideas. Each location supports entrepreneurial scientists with premium, fully equipped, and supported laboratory and office spaces alongside unparalleled access to capital and industry partners.

ROLE OVERVIEW

The **Lab Operations Associate at Tufts Launchpad BioLabs, located in Boston, MA**, will assist in the routine operation of a shared office and laboratory space to provide full support to our resident companies. In this hands-on life science role, the Lab Operations Associate is a competent, self-directed individual who employs a high level of autonomy in work delivered. While assisting in the routine maintenance of shared laboratory space, the Lab Operations Associate responds to the laboratory-related requests of our resident companies and other staff members, as needed. In addition, the successful candidate is comfortable learning about and using new lab instruments and not afraid to try things outside their comfort zone. This position provides an excellent opportunity to support promising startup companies in their most formative years while developing your laboratory skills in a cutting-edge biotechnology facility.

RESPONSIBILITIES

- Manage the maintenance and servicing of laboratory equipment including daily tasks to ensure instruments are working properly, schedule preventative maintenance, and troubleshoot routine issues.
- Develop standard operating procedures for the start-up and shutdown of shared equipment.
- Manage liquid and solid waste pickups and proper storage of chemical and biohazard waste.
- Additional duties include keeping spaces clean and maintaining inventory stock levels of consumables, critical reagents, and supplies essential to the operation of the laboratory.
- Working in collaboration with BioLabs' staff on special projects to achieve objectives and enhance organization, cleanliness, and safety in the laboratories and overall facility.

- Managing shipping/receiving and special projects as needed.
- Act as the point person for training residents on scientific equipment and ensuring proper use.

QUALIFICATIONS

- Minimum of one (1) year experience in laboratory environment, experience in equipment cleaning and maintenance, chemical and biological waste management
- Familiar with cellular, molecular, and microbiology techniques
- Bachelor of Science Degree, preferably in biology/chemistry, genetics, or related life sciences discipline.
- Demonstrated ability to understand mission and goals of resident companies, scientific milestones, and commercialization process
- Personable and articulate, with strong written and verbal communication skills
- Customer service focused, with excellent work ethic and optimistic attitude
- Detail oriented with specific attention to quality control and getting things right
- Desire to be part of a team-focused environment and derive pleasure and satisfaction in helping others
- Outstanding organizational skills and ability to prioritize multiple tasks and/or projects, inventory management and ordering
- Proficient in all Microsoft Office applications
- Must be able to lift over 50 pounds and be able to stand for multiple hours at a time

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.

To apply for this position, please email resume to: careers@biolabs.io with subject line: "Lab Operations Associate, Boston"