



BioInnovation Labs (“BioLabs”), established in 2009 and headquartered in Cambridge, MA, USA, is the premier network of co-working laboratory spaces for life science startups. We enable innovation by providing entrepreneurial scientists with premium, fully equipped, and supported laboratory and office spaces alongside unparalleled access to capital and industry partners. Through a rapidly growing network of global locations (currently ten in 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. In early 2022, we will open the first BioLabs site, initially in West Haven, CT, until mid-2023, then New Haven, CT.

ROLE OVERVIEW

Reporting to the Site Director, the **Lab Manager** will be a vital member of a new team helping to launch BioLabs New Haven. The Lab Manager is responsible for overall laboratory operations while assisting in all duties associated with running a co-working lab space. As a tactical leader, the Lab Manager employs a high level of autonomy in their work, thinks critically about problems within the context of multiple layers of complexity, and takes the initiative to pursue new solutions. This is a hands-on position with high management exposure.

RESPONSIBILITIES

- Assist in launching the new site at Yale West Campus with support from BioLabs headquarters
- Manage and oversee the general co-working laboratory environment supporting multiple small start-up companies
- Think critically to resolve unique issues specific to a shared work environment and help maintain an environment of collaboration and creativity
- Develop standard operating procedures for the management and maintenance of shared equipment including daily tasks to ensure instruments are working properly (QC), schedule preventative maintenance, troubleshoot routine issues
- Responsible for enforcing all maintenance protocols in the co-working laboratory
- Support resident scientists with equipment and software training
- Maintenance of the laboratory computer infrastructure with headquarters IT support
- Lead for management of alarm systems including restoration resets and checks
- Manage and oversee the inventory management control program, ordering, shipping/receiving
- Manage chemical inventories and work with environmental, health and safety (EHS) consultants to manage liquid and solid waste pickup and storage of chemical and biohazard waste
- Work with internal BioLabs managers, finance team members, and Site Directors to manage financial matters for the laboratory including budget forecasting and management of operational budget, tracking and balancing lab accounts; reconciling vendor statements and approving invoices, interface with internal

procurement team, external vendors, and accounts payable team to smooth process for residents.

- Order, track, and place new and sponsored equipment in setting up the space for residents
- Maintain understanding of residents' protocols in order to ensure adherence to site EHS rules and guidelines as well as find areas of support for residents in the ecosystem based on needs.
- Assist BioLabs Launch team with on the ground PM activities as needed.
- Ensure that the culture at BioLabs New Haven is welcoming, proactive, inspiring, and inclusive

QUALIFICATIONS

- Scientific/Laboratory-related experience in a commercial environment
- Exceptional communication and presentation skills
- Customer service focused, with excellent work ethic and optimistic attitude
- Highly organized, entrepreneurial, and results driven
- Demonstrated ability to understand mission and goals of resident companies, scientific milestones, and commercialization process
- Experience with billing, budgeting, and reporting
- Strong interpersonal and teamwork skills, an effective listener and proactive relationship builder
- Self-motivated, routinely initiate and deliver projects successfully with minimal supervision
- Must be able to lift up to 50 pounds and be able to stand for multiple hours at a time
- Minimum Bachelor's-level or scientific education or commensurate experience preferred
- Ability to travel to other BioLabs locations (domestic)

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 resume to: careers@biolabs.io with subject line:

"Lab Manager, BioLabs New Haven"