

Manager of Laboratory Operations and Services



Job Description:

Working under the Chief Scientist (CSO) and Chief Scientific Operating Officer (CSOO), the Manager of Laboratory Operations and Services will provide leadership with responsibility for the development and maintenance of all required laboratory infrastructure, and the direct management and support of laboratory staff. The Manager will ensure the efficient functioning of the laboratories, maintain compliance with industry regulations, manage resources, and foster a productive and safe work environment.

Key Responsibilities:

Laboratory Operations Management:

- Oversee and coordinate the delivery of Lab Operations and Services including managing internal laboratory staff and quality control.
- Management of lab assets, vendors, and consumables supporting lab commercial and R&D services.
- Maintenance of a comprehensive and up-to-date manual of policies and standard operating procedures covering all aspects of laboratory operations
- Develop, document, and ensure adherence to lab standards and practices including documented QC/QA procedures and practices.
- Oversee lab safety and regulatory compliance, including tracking of biologics, chemicals, and hazardous materials and enforcing PPE policy and lab safety rules.
- Laboratory calendar management and scheduling of commercial projects and R&D studies.
- Develop and maintain long-term business relationships with key service providers and consumables vendors.
- Lead laboratory initiatives towards QC/QA improvements, policies, and controls.
- Maximize safety and operational effectiveness.
- Influence and promote the deployment of new services and improvements.
- Generate ideas for improving efficiency and productivity in the laboratory operations.

Laboratory Staff Management and Development:

- Coordinate staffing needs for current demands and anticipated growth.
- Development and empowerment of laboratory staff to support them in achieving team and individual goals.
- Update and instruct laboratory staff on regulations to maintain lab compliance.
- Coordinate workflows & projects and build KPIs into new and existing services to ensure focus on measurable outcomes and contractual compliance.
- Management of the timely and high-quality execution of project-specific work plans.
- Foster a culture of effective communication, knowledge sharing, and teamwork.

Collaboration and Communication:

- Work with scientific team leaders to organize and manage the current and future state of the company's lab resources and lab space, including logistics (inventory, PM, and corrective maintenance) of laboratory equipment.
- Manage the overall budget, in conjunction with the Finance Team, inclusive of service contracts, repairs and maintenance, parts and consumables, and on-site instrumentation contractors.
- Coordinate with Business Development to provide profitable laboratory services;
- Work closely with the Project Manager(s) in the development, resource planning, and costing of project-specific work plans.
- May also be expected to perform laboratory research as time permits. Expectations for this work include:
 - Planning, executing, and analyzing laboratory research and maintaining broad knowledge of state-of-the-art principles and theories;
 - Using professional concepts to contribute to the development of the lab technology base and to achieve objectives in creative and effective ways;
 - Remaining current on relevant scientific and industry literature;
- Additional responsibilities per the request of the Director and/or Associate Director of Scientific Operations.

Required Knowledge and Skills:

The Laboratory Manager should have a theoretical and technical background in current laboratory assays and techniques specifically in the areas of Immunology and Mammalian Cell Culture

- Experience in developing, implementing, and improving workflows and processes.
- Excellent communication skills and the ability to interact with all levels of staff and with external contacts in a fast-paced and demanding environment.
- Strong organization and time management skills with demonstrated ability to keep good organizational documentation.
- Ability to think strategically in both the short and long-term

Technical qualifications:

An MS or BS in the biological sciences with 5+ years of relevant Lab Management and Team Leadership experience, preferably in biotech or pharmaceutical R&D. A proven track record of leadership and industry success is essential for this position. Experience with MS Project is helpful.

**At this time, EpiVax will not sponsor applicants for work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*