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Lab Manager

Company Overview

Strand Therapeutics is an early-stage biotechnology company utilizing synthetic biology to genetically program mRNA to deliver truly revolutionary immunotherapies.

Building on the idea of creating smart therapies that are capable of making sophisticated decisions, Strand was started by biological engineers working together at MIT who were seeking to apply the concept of the emerging field of mRNA therapeutics. This collaboration led them to build their own mRNA “programming language,” creating the world’s first platform for mRNA smart therapies.

The founders and scientific advisors of Strand Therapeutics are made up of well-known and highly regarded individuals in both academia and the biotech industry. We are located in the heart of Kendall Square in Cambridge, MA.

Become the next standout single *strand*!

Job summary

Strand is looking to build a team that understands the value of working at a start-up. Joining Strand now places you alongside the founding executive team and world-leading advisors. We are looking for people who have the enthusiasm and motivation to be a highly contributing member of a small team. This opportunity will offer the employee the ability to work closely with the founding team, as well as to form close partnerships with team members during the initial growth stage of Strand.

We are looking for a highly motivated and enthusiastic candidate for the role of Lab Manager. Reporting to the Chief Operating Officer, the Lab Manager will bring their managerial skills and knowledge of safety and lab procedures to ensure that the lab and office operate smoothly. The Lab Manager will serve as a liaison between the scientists, leadership, and vendors to create an efficient flow of business and lab activities and to oversee lab functionality and assist with future space planning.

You are someone who is:

- Independently motivated, detail oriented and with a good problem-solving ability.
- Able to multi-task in an extremely fast-paced environment with changing priorities.
- Learns quickly on the job and can take up new and exciting projects without much oversight.

Some of the work you will be doing:

About the role:

- Responsible for the management and maintenance of lab equipment; including establishing and managing maintenance contracts, tracking and coordinating maintenance and calibrations, scheduling repairs, and maintaining a laboratory equipment matrix and asset tagging.
- Coordinate laboratory purchasing/receiving/shipping; including purchase order creation, packing slip tracking, and inventory management, storage, and package distribution.
- Serve as main point of contact for the lab and communicate key information such as delivery timing, power outages, and repair/maintenance updates.
- In partnership with safety vendor and safety committee, oversee all aspects of EH&S; including tracking/managing of chemicals and hazardous materials, communicating and enforcing safety requirements, and maintaining safety compliance based on OSHA guidelines.
- Oversee equipment alarm process and respond and resolve any equipment alarms and notify appropriate team members where necessary.
- Own and manage lab vendor relationships including agreement/proposal review and assisting with budget management.
- Support and assist management with capital projects including build-outs, retrofits and moves.
- Enforces processes and introduces new ways to help lab function more efficiently.
- Management of IT issues and coordination with IT vendor for tracking and resolving issues.

Qualifications

- 3+ years lab management experience required with biotech experience strongly preferred.
- Experience with permitting process and conducting annual permit renewals.
- Experience managing equipment/vendors (gathering and comparing quotes for equipment, scheduling calibration, certifications, and maintenance, etc.)
- Strong interpersonal skills with ability to interact and communicate effectively with individuals from multiple departments at all levels of the organization.
- Strong organizational and time management skills.
- Extremely detail oriented with the ability to maintain an equipment matrix required.
- After hours availability to the extent required for alarm monitoring and response.

Strand offers a fast-paced, entrepreneurial, team-focused startup environment. We also offer a top-notch benefits package (health, dental, life, vacation, gym, and commuter) and work/life integration. Being part of the Strand team allows you to become part of a small team that supports professional development while working together to meet Strand's goals.

Strand Therapeutics is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, gender identity, sexual orientation, age, religion, national or ethnic origin, disability, protected veteran status or any other basis protected by applicable law. Strand does not accept unsolicited resumes from any source other than directly from candidates.

Job Type: Full-time

Salary: commensurate with role and experience