

Laboratory Manager

Role Summary:

The Laboratory Manager role will coordinate laboratory activities, communications, and operations while providing support to the principal scientist and engineer. As a lab manager, you will combine managerial skills and knowledge of safety and lab procedures to ensure that the laboratory operates smoothly at all times. You will work directly with senior management of a rapidly growing biotech company to provide support in ongoing projects.

About You

- You are highly organized and detail oriented
- You like to work independently, but enjoy team interaction, sharing expertise and experience as we collectively work towards the best solution possible in every context.
- You are positive, optimistic, and outgoing
- You are curious, love learning, and adaptable to evolving opportunities of a rapidly growing company

What You'll Do

Below is an example of the various functions you will be responsible for in this role:

Management

- Ensuring compliance with all regulatory requirements
- Update lab safety plan and Safety Data Sheets as needed
- Conduct safety inspections as needed
- Coordinate maintenance and repairs of laboratory equipment
- Work with HR Manager to maintain accurate record of equipment training, lab protocol training, and safety training
- Enforcing policies around personal protective equipment
- Work with the finance department ensure expenses are recorded accurately

General Facilities Duties

- Walk facility each morning to check for issues. Specific items to check (though this list is not comprehensive) include:
 - Ensuring backup generator is operational
 - Nitrogen tanks in the labs are full (and initiate re-order as needed)
 - Ensure liquid nitrogen levels are at appropriate levels
 - Ensure gas bottles are full (and coordinate to order more as needed)
 - Ensure freezers are at appropriate temperatures
 - All doors and windows appear to be locked and intact
- Act as emergency contact for building alarms. This includes being on call should an alarm go off. While this event is unlikely, part of this role includes being on call (or coordinating a backup) in the event one does occur.
- Monitor preventative maintenance tasks posted to Monday.com and distribute as appropriate 12501 Research Pkwy, Suite 100 **Hesperos, Inc.** (407) 900-5915 Orlando, FL 32826 *The Human-on-a-Chip Company* hesperosinc.com

- Oversee the following tasks are completed
 - Machining room tasks are completed
 - Bio-waste is removed from labs (as full). Coordinate for pickup
 - Remove sticky mats in each lab (M,W,F)
 - Check and add water to incubators
 - Put trash cans in hall for cleaner (M,W,F)
 - UV Labs for 15 minutes (Weekly, Fridays)
 - Put 1 cup of hot water in all open drains in labs (Weekly, Friday)
 - Check all lab sinks run hot and cold water (Weekly, Friday)
- Act as liaison for any building construction projects that take place

Equipment Maintenance:

- Manage routine equipment maintenance schedule coordinating with Office Administrator for scheduling service
- Maintain records of equipment warranties and history
- Coordinate equipment repair

Safety & Compliance:

- Maintain compliance (and active certifications) required for lab operations. This currently includes but not limited to: DEA, Biohazard waste
- Ensure all new MSDS are added to electronic system, as needed
- Coordinates lab safety trainings with Office Administrator
- Support blood work and other health requirements for researchers involved in grants/commercial projects (ex: Gates - Malaria Project)

Inventory

- Oversee monthly (or semi-monthly) inventory checks are completed for:
 - PDMS Gaskets and Chambers
 - Plating barriers
 - Screw inventory
 - Cantilever and CMEA chip status
 - Dry goods inventory
 - Handle all purchase requests through Quartzzy
 - Quartzzy Weekly Clean-up (follow up with all items ordered but not delivered by their expected lead time)

Minimum Position Requirements:

- *Education & Experience*
 - Bachelor's Degree (BA or BS)
 - At least 2 years of leadership experience
- *Interpersonal skills*
 - Exceptional communication skills, writing skills in particular
 - Positive, optimistic demeanor with high integrity
 - Strong relationship building skills



- **Technical Skills**

- Highly proficient in Microsoft Office - particularly Excel and Powerpoint
- A familiarity with Google's Office equivalents (Sheets, Slides, Docs)
- Proficiency with inventory management systems such as Quartzly

Preferred Skills & Experience, though not required:

- >1 year Laboratory Management experience
- Bachelor's Degree in STEM related field
- Technical writing experience
- Google analytics

About the Company

Founded in 2015, Hesperos, Inc. is accelerating drug discovery by providing safety and efficacy testing of chemicals and novel therapeutics for the pharmaceutical, cosmetic, and food industries using its patented, Human-on-a-Chip platform. Bringing together biologists, surface chemists, and engineers, our team is producing some of the world's most advanced organs-on-a-chip platforms. From gene expression to electrophysiology, we recreate key components of organs in an interconnected, functional system. Chemically patterned microchips enable real-time, non-invasive monitoring of organ activity where we use sophisticated measurement techniques to detect minute changes.

This breakthrough technology enables unprecedented visibility into specific disease states and how the human body will respond to treatment - something that previously required costly animal testing and human trials to determine. As a functional, interconnected, human surrogate, Hesperos' Human-on-a-Chip provides preclinical insight into the safety and efficacy of novel therapeutics.

Ultimately, this breakthrough technology will eliminate the need for animal testing in drug discovery while enabling research into rare diseases previously considered untreatable.

Visit our website (hesperosinc.com) to learn more about the company and leadership team.

How to Apply:

Send your CV and any relevant documents to Careers@hesperosinc.com

Hesperos, Inc. is an Equal Opportunity Employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, disability, or veteran status.

