

JOB TITLE: LABORATORY ASSISTANT

List Biological Laboratories, Inc. is a privately held company located in Campbell. The company is a leading contract development and manufacturing organization for bacterial derived products for early clinical trials including live biotherapeutic products derived from the rapidly growing exciting field of microbiome therapeutics. List Labs also specializes in the production of both native and recombinant bacterial proteins and toxins used for research and development.

List Labs offers a congenial small company environment and the convenience of working in the South Bay Area.

The Laboratory Assistant position provides oversight and leads all Manufacturing/Production support tasks including cleaning, autoclaving, organizing and supply chain management.

The Laboratory Assistant position is accountable for ordering, receiving and maintaining sufficient stock of equipment, chemicals and supplies used for laboratory use, general cleaning of the labs, gathering biohazardous waste to be sent offsite for decontamination by an approved vendor. The Laboratory Assistant will operate the decontamination autoclave to process biohazardous waste in-house.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain the organization and inventory of general supplies, including gowning supplies, for laboratory use.
- Operate and clean the decontamination autoclave used to process biohazardous waste, which includes performing biological indicator assays and properly disposing of the decontaminated waste.
- Gather biohazardous waste throughout the labs and manufacturing suite to be either processed inhouse or be sent offsite for decontamination by an approved vendor.
- Serving as the primary point of contact for biohazardous waste pick up by an approved vendor.
- Autoclave general supplies to be used in the laboratories.
- Prepare packaging materials for final fills.
- Perform quarterly inspections of safety Spill Kits.
- Operating and maintenance of standard laboratory equipment (i.e., autoclave, pH meters, balances, etc.)
- Perform monthly duties, such as: inspection of items stored with desiccant and changing out desiccant when appropriate, checking for expired raw materials, cleaning the chemical fume hood and changing calendar pages throughout the labs and manufacturing suites.
- Perform weekly duties, such as: filling RO/DI water bottles for the labs and manufacturing suites, cleaning of the clean equipment autoclave, general cleaning of the labs (i.e. sinks, benchtops, etc.), gathering biohazardous waste throughout the labs and manufacturing suite to be sent offsite for decontamination by an approved vendor.
- Perform daily duties, such as: receiving lab items and shut down of the general labs.
- Perform as needed duties, such as: Maintaining the inventories of supplies, chemicals, stock solutions and labels for laboratory use, refilling IPA squirt bottles and non-sterile

6% hydrogen peroxide spray bottles, refilling hand soap dispensers and lab tape/Parafilm dispensers, changing absorbent paper beneath pH meters, cleaning used safety glasses for guest use, laundering lab coats and scrubs.

- Assist in the preparation of general reagents/solutions, buffers, agar plates and culture media for the Manufacturing/Production department.
- Mentor and serve as a backup for the activities of lower-level support personnel.

QUALIFICATION AND EXPERIENCE

- High school graduate or General Education diploma
- Associate Degree preferred
- 2+ years related experience
- Proficient in MS Office and Outlook
- Biotech experience is a plus

KNOWLEDGE, SKILLS AND ABILITIES

- Able to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 75 pounds.
- Must be able to use a powered air purifying respirator.
- Able to work in a quality controlled, biological safety level 3 environment.
- Able to generate purchase requisitions and navigate clod-based quality management system to document training.
- Able to manage time effectively, prioritize tasks and achieve deadlines.
- Keen attention to detail and accuracy.
- Highly independent and self-motivated and integrates well within a team.
- Strong oral and written communication skills.

****If hired, List Labs will require that you provide evidence of your legal right to work in the United States. List Labs will not sponsor applicants for work visas at any time during recruitment or employment.**

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