

## **JOB TITLE: LABORATORY SUPERVISOR - BIOTECH**

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.

We are seeking a proactive and collaborative self-starter to support the company's need for streamlined processes and technologies in the areas of inventory management, tracking, inventory optimization and supporting all aspects of laboratory operations. This includes forecasting, ordering, organizing, and maintaining key lab assets (e.g. raw materials, laboratory supplies, solution and material preparation, etc.), coordinating lab services such as autoclaving, lab cleaning and waste collection/disposal management, and onboarding new employees to the lab environment.

The Laboratory Supervisor will act as a critical point of contact for manufacturing production operations while fielding request and executing/delegating responsibilities as needed. The manager is projected to improve internal service levels, manage inventory levels and targets in relation to project demands within the Supply Chain.

The best person for this role has a strong understanding of manufacturing production operation material/support needs and uses this knowledge to anticipate material needs, plan for support activities and guide/schedule staff amidst changing priorities. This role is empowered to implement effective materials management and support best practices and will enable the current operations to scale as the company grows.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead cross-functional decision-making regarding supply/materials planning based on operational and project requirements
- Conduct supply management activities including forecasting, ordering per specifications, receiving, management of material status and inventories across quarantine, release, reject, etc., and ensuring the consistent stocking of consumables in operational areas
- Manage staff to support supply preparation, coordinated per direction of manufacturing Project Leads
- Manage staff to prepare and maintain common media and buffers, glassware cleaning and sterile supply preparation used throughout the Supply Chain
- Directly responsible for materials management role
- Ensure effective and timely waste stream management in collaboration with lab users
- Maintain the lab environment to ensure it is safe and effective workplace for cross-functional groups

- Ensure compliance with all EH&S regulation coordinating laboratory safety trainings
- Support qualification activities for equipment, as needed
- Assist in the development and writing of SOPs, as needed
- Perform other related duties, as assigned

## **QUALIFICATION AND EXPERIENCE**

- BA/BS degree in Life Sciences or related discipline with 3 + years or equivalent combination of education and experience preferred
- Minimum of 1 years' experience in laboratory management including managing supply / warehouse/stockroom inventory
- Exceptional organization and record keeping skills
- Experience planning, ordering, managing, and ensuring supplies are readily available at time of need, including interfacing with vendors
- Ability to effectively use laboratory equipment such as autoclaves, centrifuges, balances, pH meters, etc.
- Must have the ability to work in a dynamic and ever-changing environment
- Biotech experience is a must

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Able to build and maintain effective and productive relationships with staff and vendors
- Good interpersonal skills
- 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
- Proven track record of championing processes that improve efficiency in the lab
- Must be able to acquire security background clearance from FBI and CDC

**\*\*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.**

**Submit your resume to [applicant@listlabs.com](mailto:applicant@listlabs.com)**