

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 is responsible for performing laboratory housekeeping duties, such as glassware cleaning and sterilization and waste disposal. This includes but is not limited to sanitization and decontamination of lab equipment/instrumentation, organizing, and maintaining stock level of consumables. The incumbent is a critical part of the Lab Support team, keeping lab operations running smoothly.

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.

The ideal candidate must be available to work Monday through Friday, between the hours of 7:00am – 5:00pm and overtime may be required. This position will require excellent organizational and time-management skills, ability to follow verbal and written instructions, plus ability to prioritize tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain the organization and inventory of general supplies, consumables, and gowning supplies for laboratory and manufacturing use.
- Collect, wash, clean and sterilize used glassware, equipment and supplies using proper sterilization techniques.
- Distribute and maintain glassware in laboratories.
- Prepare media and solutions per established guidelines.
- Stock and maintain laboratory supplies.
- Sterilize and conduct waste disposal using autoclave.
- Complete additional tasks or projects, as needed.
- Train and serve as a backup for the activities of Lab Support personnel.

QUALIFICATION AND EXPERIENCE

- High school diploma or equivalent, required; Associate degree, preferred.
- 2 + years of relevant experience in laboratory setting with experience with glassware sterilization techniques, preferred.
- Biotech experience is a plus

KNOWLEDGE, SKILLS, AND ABILITIES

- Able to work in a quality controlled, Biological Safety Level 3 environment.
- Navigate cloud-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.
- Meticulousness with repetitive tasks.
- Able to learn and take on new tasks.
- Ability to demonstrate dependable attendance and punctuality.
- Ability to always follow safety protocol.
- Ability to follow verbal and written instruction and work under supervision.
- Proficient in MS Office, and Outlook

PHYSICAL REQUIREMENTS

- Able to reach, bend, stoop, push and/or pull, lift up to 30 pounds and move/push up to 75 lbs.
- Must be able to use Personal Protective Equipment.
- Keep current on appropriate vaccinations (e.g. tetanus, diphtheria and pertussis [Tdap])

COMPENSATION AND BENEFITS

- The hiring pay range for this position is \$22/hr - \$36/hr based on skills, education, and experience relevant to the role; title may be assessed one level lower or higher, accordingly. Another component of total compensation includes a performance-based annual bonus.
- Benefits include medical, vision, dental, vision, and group-term life insurance, 401(k) retirement plan with a 4% employer match, vacation, and holidays.

****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.**