

## **Job Title: Laboratory Operations Associate**

List Biological Laboratories, Inc. is a privately held company located in Campbell. List Labs is a leading contract development and manufacturing organization of GMP bacterial products for clinical trial investigation including bacterial toxins, lipopolysaccharides, and live biotherapeutic products, an exciting and emerging industry. List Labs is also world renowned for high quality bacterial products for research and development with a portfolio of over 100 bacterial toxins, polysaccharides, and recombinant products, this constitutes List Labs' Products Division.

List Labs is an established company that continues to grow and reach new markets.

We are seeking a Laboratory Operations Associate who will be responsible for performing a variety of tasks in support of our manufacturing site. 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 following is not intended to be an exhaustive list of responsibilities:

### **Essential Duties and Responsibilities**

- Monitor and order the inventory of general janitorial supplies, consumables, and gowning supplies for laboratory and manufacturing use.
- Receive, restock, and distribute essential lab supplies.
- Manage manufacturing suites and adjacent labs cleaning schedule and special cleaning requests.
- Assist with quality audit discrepancies and active deviations.
- Obtain quotes and request POs.
- Support production for special projects and line clearance.
- Biohazard and hazardous waste inspection and collection.
- Perform inspection of flammable, acid, and base cabinets.
- Replace RO/DI water tubing.
- Flush RO/DI water ports.
- Conduct monthly safety inspection of manufacturing suites and adjacent labs.
- Sterilize and conduct waste disposal using autoclave.
- Review standard operating procedures under supervision.
- Train and serve as a backup for the activities of other Lab Operations personnel.
- Perform administrative tasks to support general lab operations such as maintaining consumable inventory spreadsheets, controlled items receiving logs and documentation, maintenance logs, etc.
- Perform other duties or projects as assigned.

## **Qualification and Experience**

- Associate degree with 2-5 years of relevant industry experience.
- Relevant experience in laboratory setting with experience with glassware sterilization techniques, preferred.
- Biotech experience is a plus.
- Proficient with cGMP procedures preferred.

## **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.
- Be comfortable and able to climb a ladder of < 5 ft.
- 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 \$36/HR - \$43/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.

\*\*No relocation/ local candidates only

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