Manager, Lab Operations

Company Background

Catamaran Bio is developing novel, off-the-shelf CAR-NK cell therapies designed to treat a broad range of cancers, including solid tumors. Our proprietary capabilities enable us to harness the natural cancer-fighting properties of NK cells and enhance and tailor their effectiveness with the power of synthetic biology and innovative non-viral cell engineering. We are using our TAILWIND™ Platform, an integrated suite of technologies, to specifically address the end-to-end methods of engineering, processing and manufacturing NK cells and rapidly advance our pipeline of CAR-NK cell therapy programs. Catamaran is backed by leading financial and corporate investors, including SV Health Investors, Sofinnova Partners, Lightstone Ventures, Takeda Ventures and Astellas Venture Management.

**Job Summary**

Catamaran is looking for a self-motivated, experienced, and capable laboratory manager to enable smooth lab operations and support our growing Research and Development teams. They will play a key role to maintain the high quality and efficiency of our lab work.

The successful candidate must have the ability to work independently as well as part of a team, be self-motivated, have adaptability, and be a pro-active problem-solver with a positive attitude. They will be expected to learn new techniques, reliably make progress on multiple concurrent tasks, keep accurate records, follow instructions to fulfill the lab teams’ needs, comply with company policies, and adhere to health, safety, and environmental regulations. The Lab Manager will serve as a liaison between the scientists, leadership, and vendors to create an efficient flow of business and lab activities and to oversee lab functionality and assist with future space planning.

**Responsibilities**

* Ensure compliance with standards and regulations required for laboratory operation
* Ensure that EHS policies are being followed by all personnel
* Provide solutions to the evolving needs of the lab teams and usage of the laboratory spaces
* Interface with Procurement, Supply Chain, and Accounts Payable
* Interface with the vivarium team to support operational readiness of the vivarium
* Manage lab vendors/contractors including but not limited to: dry ice, liquid nitrogen, annual pipette calibration, repair contractors
* Upkeep multiple BSL2 tissue culture rooms
* Monitor freezer sensor outputs and regular freezer maintenance
* Maintain biohazard and chemical records and coordinate hazardous workstreams
* Oversee sterilization and cleaning of laboratory supplies
* Lead lab-wide clean-ups, periodic reorganization of freezers, deep cleaning of biosafety cabinets

**Lab Equipment and Materials Management**

* Maintain inventory of lab consumables, including ordering, receiving, stocking and distributing
* Conduct routine equipment maintenance and calibration
  + Maintain vendor service contracts and organize timely repairs and replacements Maintain order of biological specimens, including purchasing and receiving blood products, organizing cold storage of samples, and coordinating incoming and outgoing transfer of materials
* Maintain supplies of PPE, including lab coat cleaning service

**Lab Organization**

* Help build, maintain, and improve organizational infrastructure
* Develop barcoding systems to register and track lab specimens
* Develop and implement asset registration system
* Interface with IT for lab needs

**Education, Experience and Qualifications**

* **﻿**BS in a science-related discipline
* 3+ years of experience in lab operations/management; ideally in the biotech or pharma industry
* Demonstrated ability to work with highly skilled teams in a fast-paced, entrepreneurial, and technical environment
* Experience in daily, two-way communication with a large group of scientists to keep on track of priorities
* Outstanding organizational skills
* Previous experience in lab support, inventory management, equipment maintenance is a plus
* Experience working in BSL2 Tissue Culture and is preferred
* Flexibility, smart time management, and dedication to the tasks at hand are desired qualities

**Please contact us at** [**opportunities@catamaranbio.com**](mailto:opportunities@catamaranbio.comn) **or visit us at** [**www.catamaranbio.com**](http://www.catamaranbio.com)

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