



Job Description

Lab Manager
SutroVax Inc.

March 10, 2017

Company Profile:

SutroVax is an independent vaccine platform and development company whose mission is to deliver best-in-class conjugate vaccines and novel complex antigen-based vaccines to prevent deadly infectious diseases. The company is leveraging its exclusive license to Sutro Biopharma's Xpress CF platforms to perform cell-free protein synthesis and site-specific conjugation for the field of vaccines.

Summary:

SutroVax is looking for an energetic and talented Lab Manager with experience in daily lab operations to support, manage and facilitate activities for the Research and Development team. The candidate will be accountable for the successful operational planning - building infrastructure to maximize efficiency and productivity of the lab team, and execution and handling of lab needs, including but not limited to: optimal conditioning/maintenance of lab equipment/instrument, inventory, purchasing, shipping and receiving.

Essential Functions:

- Introduce systems for efficiently managing consumables inventory, purchasing, and shipping and receiving
- As needed, issue purchase orders and maintain related packing slips
- Receive incoming deliveries and prepare/manage outgoing shipments
- Manage metrology and equipment maintenance contracts.
- Work with the team to maintain and calibrate all instruments to its highest performance.
- Ensure proper functioning and backup of all critical equipment, ensuring all equipment is operating properly, and sustaining a contingency plan.
- Manage metrology and equipment maintenance contracts.
- Ensure proper functioning of computers interfaced with lab instruments working with IT as needed

Skills, Knowledge, and Experience:

- BS/MS degree in Biomedical Sciences
- 5 years' experience in biotechnology research and development lab management
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with passion and enthusiasm
- Demonstrated success working in a cross-functional team environment on multiple projects; ability to work effectively as a member of a team to deliver results.
- Strong interpersonal skills; ability to communicate effectively both verbally and in written formats

Reports to: Vice President, Research

Location: Foster City, California

Compensation:

The compensation package will be competitive and includes comprehensive benefits and an equity component.

Send resumes to:

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