

Job Title: Wet Lab Operations Manager
Job Level: Full Time (Exempt)
Start Date: November 2018

Job Summary:

Greentown Labs has recently expanded to include a wet lab facility on its three building campus. We are looking for a Wet Lab Manager to support our continued growth. This position will work closely with the VP of Operations, Operations team, and Wet Lab Technician and will play a key role in providing customer service to the startups and supporting day-to-day operations within the wet lab. S/he will report to the VP of Operations of Greentown Labs.

The ideal candidate will have 5+ years of experience in laboratory settings and have sound understanding of hazardous waste handling, EH&S, and wet lab equipment. The ideal candidate keep the interests of the member startups using the lab top of mind constantly, ensuring effective operation of all wet lab equipment and facilities to enable their R&D and successful commercialization of their technology.

Primary Responsibilities of this Role:

- Maintain a culture of customer service, respect, and responsibility for Greentown community
- Work with wet lab members to meet their needs with respect to platform, tools, and equipment
- Oversee the Wet Lab Safety Program, including management of the Safety Spot platform, running monthly meetings and peer audit process, ensuring compliance and safety, developing new policies, and upholding OSHA-Compliance through community-focused enforcement
- Maintain the inventory and sharing of Greentown Labs equipment, including operational platform updates, management of analytical equipment and sourcing of new equipment
- Oversee one Wet Lab Technician responsible for wet lab space cleanliness and safety compliance, hazardous waste management, equipment inventory, and maintenance and upkeep of the wet lab
- Conduct periodic weekly walk through of the wet lab to ensure Lab Technicians' attention to detail around space cleanliness and chemical compliance audit, double checking maintenance/upkeep, and providing guidance to Wet Lab Technicians when needed
- Support the maintenance of Wet Lab page on Greentown's internal website, GRID, including providing updates of new member resources, and developing the Wet Lab Slack channel
- Manage communications with all wet lab member companies to receive feedback and to identify opportunities for improvement so we can maximize safety, innovation and, member satisfaction
- Support current and prospective corporate sponsors which provide resources to the Wet Lab
- Spearhead bench selection, onboard new member startups, and address requests from members within the wet lab
- Support recruitment of new wet lab members and employees
- Provide recommendations for Operations team regarding handling of chemicals and flammables within the prototyping lab

Required Skills and Experience:

- Bachelor's degree in an relevant field; Master's or higher level degree preferred
- 5+ years of experience in laboratory settings
- Understand hazardous waste handling, EH&S, and wet lab equipment
- Excellent communication skills
- Basic computer skills and familiarity with Microsoft Office Suite and Google Suite
- Familiarity and comfort with fast-paced nature of a startup, with the ability to receive, prioritize, and react to information with minimal oversight
- Meticulous attention to detail; strong planning and critical thinking skills with the ability to anticipate needs and actions
- Respectful, customer focused attitude; strong decorum and ability to be discreet
- Mission-driven individual who is fulfilled and motivated by the goal of supporting early stage entrepreneurs solving the world's biggest energy and environmental challenges.
- Curious, eager to learn, and a team player; "no task is too small" mentality

Recruitment Process + Next Steps:

Please apply [here](#). Send your resume and a short cover letter covering the items listed below

1. Why you're a good fit (please reference your previous experience and areas of expertise) and why we would be excited to have you join us;
2. Your salary requirements;
3. Your LinkedIn profile; and
4. The date you're available to start.

Equal opportunity:

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. Greentown Labs is an equal opportunity employer.

About Greentown Labs:

Greentown Labs is a community of bold, passionate entrepreneurs creating game-changing energy technologies that transform the way we live, work, and play. Located in Somerville, Mass., and founded in 2011, the Greentown Labs Global Center for Cleantech Innovation is the largest cleantech incubator in the United States, operating a 100,000 sq. ft. campus that enables entrepreneurs to solve today's biggest energy and environmental problems. Its mission is to enable a vibrant community of startups to realize their visions by providing access to the resources and labs they need to thrive.