

PathoVax LLC
Website URL: www.pathovax.com



Laboratory Operations Manager

PathoVax LLC is an early stage biotechnology start-up company that was spun out of the Johns Hopkins University. Our vision is to develop a new generation of safe, efficacious medicines for the prevention and treatment of emerging infectious disease and cancers.

PathoVax is seeking a Laboratory Operations Associate to support its research and development activities. A successful applicant will be operationally minded, able to multi-task and organize multiple efforts, have strong people management skills, and be comfortable managing a start-up biological research laboratory environment. This role is well suited for applicants with prior lab management experience with interest in gaining exposure to a fast-growing startup environment. A high level of responsibility, flexibility, and acceptance to constructive guidance is required to carry out the diverse duties of this position.

Day-to-Day Roles & Responsibilities

- Support operations of a R&D laboratory in partnership with the two core team Heads- (Immuno-Biology and Processing).
- Manage and Administer day-to-day laboratory operations including monitoring the budget, ensuring quality control and safety compliance, developing policies and procedures, and ordering supplies.
- Maintain an organized and functional laboratory workspace
- Provide back-end support such as independent performance of certain day to day laboratory research activities such as: general housekeeping, daily observations of animal health; diagnostic molecular (ELISA), molecular biology, bacteriological, or biological assays; breeding colonization processes; sample collection and storage for serology assays; preparation of vaccine and other associated test material; and basic molecular biology preparatory work (cell culture, protein purification techniques, immunology/antibody biology, bacterial culture, plasmid purification).
- Responsible for reporting and troubleshooting equipment issues with equipment SME's
- Support implementation of all best practices pertaining to lab controls, safety, and improvements
- Enforce lab policies and safety guidelines, maintain lab and safety records (i.e. lab audit records and record findings)
- Maintain equipment calibration schedules and serve as the primary point of contact for any equipment failures or alarms
- Support vendor contracts and documentation (i.e. COI, quotes, requirements, scheduling)
- Assist with maintenance of all lab related contracts and requirements, including and not limited to: HMBP, EPA ID, CERS, medical waste management plan, general waste and recycling, etc.
- Support data quality goals of the R&D and Technical Operations teams as needed for the company.
- Support office management tasks when needed during special events or by request
- Lead or assist other lab or facility related requests

Qualifications and desired skill sets

- Bachelors (with at least 3 years' experience) or Master's degree in molecular biology or related field.
- Minimum 2 years' experience working with animal research models (rodents) is required.
- Knowledge and practical experience of cell culture, DNA, RNA, and protein extraction, purification techniques, PCR, gel electrophoresis, western blotting techniques, immunohistochemistry, and flow cytometry will be helpful.
- Ability to work independently and effectively while engaged in collaborative studies.
- Candidates who are able to make at least a 2-year commitment are preferred.
- Strong interpersonal skills and ability to manage diverse opinions and priorities
- Demonstrated ability to work independently and as part of a multi-functional team
- Start-up laboratory experience a plus

Please submit your CV with 3 references and cover letter to jwang@pathovax.com, Attn: Dr Joshua Wang.