



Head of Lab Operations

Manifold Bio is a biotechnology company aiming to revolutionize the development of protein therapeutics through multiplexed testing and design. We have built a platform distinguished by a novel technology that brings multiplexed measurement to every step of protein engineering, including *in vivo* testing. This gives us an unmatched advantage in engineering precise targeting, critical to unlocking the potential of entire classes of drugs. We value a team-focused approach and scientific boldness in everything we do. We are located in the Pagliuca Harvard Life Lab, a well-equipped modern lab space with a rich community of companies building cutting-edge technologies, and we are preparing for a move to a beautiful new lab space soon.

Position

We are preparing to move into a beautiful new lab space in Fenway and are seeking a highly-motivated, proactive individual to take ownership of the move, operationalize the new space, and then manage, maintain, and evolve our labs and operations. The space is largely built out and the next step is make sure everything is ready to move in on day 1, from permitting to equipment. We are on an ambitious mission to redefine therapeutics discovery and this position affects the entire operations of our company, requiring thoughtful long term vision and planning and the ability to roll up your sleeves and problem solve as needed. We have a strong ownership culture and you will own all aspects of lab operations and be responsible for empowering our scientific team to safely perform cutting-edge R&D. Working closely with the CEO and CSO, you will help Manifold Bio make the best possible decisions regarding lab space, equipment and SOPs. In addition to extensive experience in all aspects of lab operations, the ideal candidate has been deeply involved or managed a lab move and is highly collaborative, with deep empathy for scientists.

Responsibilities

- Lead our move into a new lab space, including working with leadership and scientists to define layout and needs
- Establish and maintain safe and reliable lab operations that requires minimum distraction for scientists and leadership
- Manage purchasing, tracking, vendor relationships, and maintenance of lab instrumentation and other CAPEX
- Ensure EHS compliance, manage waste requirements and maintain safety record keeping
- Research, establish, and maintain lab purchasing system
- Work closely with scientific team to understand research needs and evolve the space and operations to further empower them
- Be a supply chain mastermind

Required Qualifications

- Bachelors or Masters and 3+ years of experience in lab operations (biotech / pharma)
- Has managed or been heavily involved in a lab move
- Experience implementing operations that are compliant with local, state, and federal laws and regulations
- Pragmatic and efficient problem solver and decision maker, knowing when to roll up your sleeves and when to outsource



ManifoldBio

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- Experience managing purchasing/procurement processes and systems
- Self-motivated, highly organized, proactive, and able to multitask
- Experience creating and implementing new lab operation procedures and protocols (SOPs)
- Process-driven and detail-oriented, and good at inspiring others to follow procedures
- Able to build strong partnerships/relationships (with outside vendors and the internal team)
- A genuine passion for science, developing medicines, and enabling teams
- Collaborative, curious, and flexible with strong communication skills, both written and oral
- Skilled with relevant software tools (Google Drive, Microsoft Excel, etc.)

Preferred Qualifications

- Has worked in a biotech startup environment
- Laboratory research experience
- Driver's license

If you're excited to own laboratory operations at a cutting-edge company that combines DNA and protein multiplexing technologies, please reach out to careers@manifold.bio.

We value different experiences and different ways of thinking and believe the most talented teams are built by bringing together people of diverse cultures, genders, and backgrounds.