

Title: Lab Services Coordinator/Assistant

Job Summary:

Reporting to our Associate Director of Facilities, EH&S, the Facilities/Lab Services Assistant is responsible for assisting with the managing the day to day facilities, laboratory and operational needs of the company.

Responsibilities:

- Contracting with and overseeing the activities of various contractors and consultants for the fulfillment of operational responsibilities.
- Daily centralized ordering for the organization including the review of internal requisitions for accuracy of distribution through approval and conversion of internal requisitions into purchase orders
- Manages the placing of orders (via internet and/or phone) and backing up the receiving and distributing all deliveries
- Maintains/upgrades tracking procedures, service contracts, and warranties with vendors
- Coordinates laboratory support through the maintenance of an adequate inventory of materials, laboratory equipment and other supplies as necessary
- Ensures effective operation of all laboratory equipment and serves as point of contact for instrument repairs including the scheduling of maintenance and calibrations for all lab equipment
- Organize and participate in vendor negotiations and facility modifications
- Ships all packages, including hazardous materials (HAZMATS) according to DOT/IATA
- Generate labels for hazardous waste and prepped solutions
- Serves as a back-up for the entry of all chemicals into chemical inventory using chemical inventory system
- Maintains and organizes common stock chemicals and shipping consumables areas (in chemistry, biology and bioanalytical consumables areas)
- Keep current on DOT, IATA, RCRA and OSHA 8 hour training
- Responsible for cleaning and maintaining glassware for the laboratories

Qualifications:

- Associates/Bachelor's degree preferred
- Biopharmaceutical or healthcare industry experience preferred.
- Proficiency in Microsoft Office
- Some scientific background or purchasing experience would be helpful.

If you would like to be considered for a job on the Concert team, send your resume in the body text of an e-mail (no attachments please) to: careers@concertpharma.com.

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