



Position: Lab Manager

We, Cytovia Therapeutics, are seeking an experienced Lab Manager/ Associate Scientist to support an amazing team of research professionals in a fast-paced and dynamic environment. The primary mission is to coordinate the laboratory activities to promote a safe and efficient working environment.

At Cytovia, we are transforming cutting-edge technology to novel immunotherapy to treat cancer patients. To achieve this goal, we empower our employees to realize their potential in their life-changing work, and we highly value each individual talent as a vital contributor to Cytovia's mission.

How could you contribute in this role:

- To manage lab equipment including new equipment ordering, calibration, maintenance, and training new employees before equipment use, as well as to ensure equipment performs well and in compliance with quality regulations.
- To supervise daily operations of the lab and conduct lab maintenance, including equipment, lab supplies, and routine freezer defrosting as needed, as well as perform regular inventory of lab common stocks.
- To oversee general laboratory activities, manage EH&S, orientation, and training of new employees. Participate in the authoring and review of SOPs and various reports when needed.
- To coordinate information exchange between both in-house and 3rd party vendors for research sample shipping, reagent testing, new equipment demo.
- To be flexible in helping scientist, when needed, to perform cell culture work in compliance with related SOP provided (no more than 10% of time).

The skills and qualification of preference

- Above all else, demonstrates very strong interpersonal skills and ability to collaborate with cross functional teams.
- Bachelor's degree in life sciences, with 4+ years laboratory working experience, preferably with research lab management experience in biotech, pharmaceutical, or CRO settings. A comparable mixture of education and experience may be established as a suitable alternative for the specific education and experience listed above.
- Knowledge in cell biology, biochemistry, or life sciences. Hands-on experience in human iPS cell culture and virological methods is desired.
- Working knowledge in common lab equipment, such as cell culture hood, incubator, flow cytometer, cell sorter, cell counter, microplate reader, etc.
- Excellent oral and written communication skills. Teaching skills are desired, comfortable training personnel.
- Proficient in Microsoft Office (Outlook, Excel, Word, PowerPoint), including OneNote, SharePoint, and comfortable learning/adopting software is desirable.
- Well organized and detail oriented, able to effectively prioritize, interact cooperatively with others in a team environment, and consistently demonstrate reliability, responsibility, and leadership.

Please send your resumé to: sophie.badre@cytoviatx.com; sanaa@cytoviatx.com