



### **Job Description for a Lab Manager (Full Time Contractor)**

Synthorx is a biotechnology company using a novel synthetic biology platform for the discovery and development of transformational protein therapeutics. Using expanded Genetic Alphabet to drive the site-specific incorporation of non-natural amino acids, Synthorx creates therapeutic proteins capable of re-programming receptor interactions leading to potentially effective treatment of diseases. We are hiring a driven, resourceful, and collaborative lab manager to join our high-energy team and support day to day laboratory operations. The successful candidate will report directly to the group leader of Analytical. He/She shall be knowledgeable of laboratory procedures and safety regulations to ensure efficient laboratory operations. Primary responsibilities include management of sample inventory, overseeing compliance with chemical safety rules, preparation of media and buffers, cleaning glassware and ordering supplies. We are seeking a highly motivated, independent and proactive individual who can operate at a fast pace, adjust priorities, and manage aggressive timelines.

### **Key Responsibilities**

- Develop and maintain a sample inventory system across Synthorx's Research and Clinical pipeline. Responsible for maintaining a critical reserve of key products and intermediates
- Manage receipt and distribution of samples from internal and external sources, monitor usage, manage sample distribution and shipment for internal or external studies
- Monitor storage equipment temperature and setup back storage unit
- Oversee chemical safety compliance and ensure laboratory practices complies with the State, and local regulations
- Enforce Synthorx safety policies and best practices across functional teams, and provide sufficient PPE within all laboratories
- Facilitate waste disposal with an outside vendor, coordinate required training, conduct safety walk-through and laboratory inspections
- Prepare media and buffers for cross-functional teams, and collaborate with researchers to document procedures for media preparation
- Responsible for cleaning glassware, operation of autoclave and restocking cleaned equipment in designated areas
- Coordinate with the Purchasing Lab Operations Director to maintain stock of lab consumables

### **Required Qualifications**

- Associate or Bachelor's degree and 3-5 years of experience working preferably in the biotech or pharmaceutical industry
- Attention to detail and exceptional organizational skills
- Ability to work in a team environment and seamlessly coordinate activities across internal teams.
- Proactively plan and manage priority and timelines
- Excellent oral and written communication skills, and able to draft SOPs as needed
- Proficient in Microsoft Word and Excel
- Ability to lift 25lbs