

## **Scientific Laboratory Manager**

Neoleukin Therapeutics is seeking an exceptional laboratory manager to join our Research and Development team and support our lab as we research and develop programs in de novo design of protein immunotherapeutics.

As a Laboratory Manager, the candidate will be responsible for designing and managing the function and upkeep of the laboratory, laboratory equipment and supplies, in collaboration with senior management. As a startup looking to develop an inspiring work environment, Neoleukin embraces a collaborative and team-based approach.

### **Responsibilities:**

- Primary point-of-contact for all laboratory-related activities.
- Partner with cross-functional teams including R&D, Operations, Project Management, Facilities, Quality and Regulatory in a research and clinical setting.
- Perform supply chain logistics which includes forecasting and procuring materials for R&D demand and inventory control, and maintaining communications with vendor representatives.
- Manage laboratory day-to-day operations including lab organization (5S), laboratory facilities, lab accessibility and security, and safety protocols.
- Ensure adherence to regulatory and quality requirements to be in compliance with lab regulations and certifications.
- Perform lab asset management duties including maintaining instrument calibrations, servicing laboratory equipment, and managing equipment and asset database.
- Maintain a clean and organized working environment for researchers to conduct experiments.

### **Qualifications:**

- Bachelor's degree in Biochemistry, Chemistry or related fields in Life Sciences.
- Minimum of 2 years experience working in an academic or commercial research lab.
- Knowledge of lab protocols, equipment and supplies in molecular biology, protein expression/purification/characterization, tissue culture, and process development.
- Experience in a regulated Clinical or Quality laboratory environment is a plus.
- Candidate will have basic knowledge and training in working in a biosafety 2 lab environment.
- Able to work independently and in coordination with R&D, Operations, and Quality teams.

- Experience running projects with multi-functional teams while adhering to tight deadlines in a fast-paced environment.
- Excellent attention to detail and ability to maintain a high level of accuracy in record keeping and documentation.
- Strong organizational skills required.
- Able to communicate at all levels of the organization including managers and senior leaders in the organization.
- Strong written and oral communication skills.
- Ability to work in a team environment encompassing multiple disciplines with excellent interpersonal and management skills.
- Must be able to lift 35 lbs.

Neoleukin Therapeutics is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or age, and Neoleukin will not tolerate discrimination or harassment based on any of the above characteristics.