



Forty Seven, Inc. discovers, develops, manufactures and commercializes immuno-oncology therapies to help patients defeat their cancer.

TITLE: LAB MANAGER

POSITION SUMMARY

We are seeking a Lab Manager to support our research activities. The candidate will be responsible for operational aspects of running a biological lab and support the training of new research employees. Daily tasks will include setup and maintenance of the lab equipment, ordering and managing lab supplies, maintaining and training staff on electronic lab notebook (ELN) software, and ensuring for laboratory operations comply with established safety protocols. The position will report to the VP of Operations.

TASKS AND RESPONSIBILITIES:

- The lab manager is responsible for ensuring the policies, infrastructure and equipment at Forty Seven result in a safe and productive laboratory work environment.
- Ensures effective operation of all laboratory equipment and serves as point of contact for instrument repairs. Responsibility for setup, maintenance and calibration of all instruments
- Maintains an adequate inventory of research lab glassware, materials and laboratory equipment and ensures consumable supply stocking and ordering.
- Manages lab related contracts and vendors
- Responsible for shipping and receiving of laboratory items
- Trains new scientific staff in the general use and function of designated instrumentation and creates and refines user protocols for general use.
- Executes safety reviews and participates in EH&S policy reviews
- Drafts and implements new laboratory policies, work instructions or standard operating procedures
- Continues implementation of electronic lab notebook and reagent database systems and provides training to research team
- Tracks and manages a reagent and instrument budget

PREFERRED BACKGROUND

- Degree in the biological or chemical sciences and experience working in a research laboratory
- Experience in contract management with vendors
- Strong people and organizational skills
- Strong computer hardware/software skills, specific experience with electronic lab notebook (ELN) systems
- Working knowledge/understanding of best-practice alliance/collaboration management principles and concepts, techniques and tools
- Experience in instrument and equipment setup and maintenance
- Experience in lab management preferred
- Experience in biotech or pharmaceutical industry preferred

LOCATION: Menlo Park, CA

To apply, send resume to careers@fortyseveninc.com and reference position description in subject line. Only candidates, no recruiters or agencies.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.