

## Laboratory Operations Manager

Our mission is to enable pharmaceutical and biotechnology companies to bring more cell and gene therapies to patients, by dramatically increasing the efficiency of viral vector production and reducing the cost of manufacturing. We're developing novel high throughput genome engineering and screening technologies in a design loop with computational tools to dramatically increase the speed and scale of mammalian cell line discovery and develop highly optimized cell lines for viral vector manufacturing.

### You will:

- Onboard new team members and manage the development of lab-wide training processes.
- Support planning and execution of lab designs, moves, and reorganizations.
- Monitor equipment utilization and source new equipment.
- Optimize lab resources.
- Maintain a fully functional facility in partnership with the building landlord.
- Independently troubleshoot and respond to complex challenges and put in controls to prevent future issues.
- Ensure lab processes are integrated with Finance to limit overall administrative burden for the Platform Team.
- Develop and implement best practices and policies and hold the team accountable.
- Hire, train and manage junior members of the Operations Team.
- Support operations-related activities across other areas of 64x Bio as needed (e.g., compliance, legal, HR, team culture, and recruitment).
- Advance other activities within 64x Bio as needed.
- Influence and help guide our company culture.
- Support other members of 64x Bio as needed.

### Basic qualifications:

- Bachelor's degree in synthetic biology, molecular biology or related field.
- 5 years of experience leading lab operations in support of molecular biology and tissue culture processes.
- Demonstrated ability to identify, troubleshoot, and resolve problems quickly.
- Willingness to contribute off-hours when necessary for emergency situations.
- Strong organizational skills and can systematically and effectively multitask/advance various projects simultaneously.
- Expertise in Google Suite and Mac OSX as well as proficiency in Windows systems.
- Thoughtful and detail oriented
- Team oriented

### Preferred qualifications:

- Experience in a startup environment.
- Experience in lab buildout, moving and setup.
- Experience with lab databases and documentation systems.

### Other notes:

- Job type – Full time
- Location – We are located in San Francisco, CA

### How to apply:

- Send your CV to [careers@64xbio.com](mailto:careers@64xbio.com)