



*1100 Island Dr Suite 202
Redwood City, CA 94065
www.meissavaccines.com*

Operations Manager

Are you ready to work for a small pioneering vaccine biotech? We are seeking a talented, ambitious Team member that shares our passions for science and battling the burden of infectious diseases.

About Meissa Vaccines Inc.

Meissa Vaccines is a private Biotech company developing novel live viral vaccines for the prevention of severe respiratory illness caused by Respiratory Syncytial Virus (RSV) and human metapneumovirus (hMPV), which represents the largest unmet respiratory medical need in pediatrics. Our lead live attenuated RSV vaccine (MV-012-968), licensed from Emory University, was generated by synthetic biology using codon deoptimization of virulence genes. MV-012-968 is currently in Phase 1 clinical trials. Additionally, Meissa launched a vaccine development program for SARS-CoV-2 leveraging our platform technology. The cofounders, Dr. Martin Moore and Dr. Roderick Tang, are supported by a team with extensive experience in conducting preclinical research, as well as vaccine clinical development.

Candidate profile and job description

Meissa is seeking a full-time operations manager to support a range of operational activities with a focus on procurement, logistics, safety, and quality control. The ideal candidate should have a strong interest in learning about our vaccine development pipeline programs and be a team player that shares the founders' passion in bringing these vaccines to patients. Preference will be given to candidates with previous biotechnology operations experience in the above core functions. Previous background in a regulated environment (GXP), training in IATA shipment of dangerous goods, or cell and molecular biology benchwork are ideal, but not required.

The applicant should be responsible, self-motivated, possess a high level of integrity, resourceful, and driven to maintain high quality deliverables. The successful candidate will be flexible and able to work in a fast-paced start-up environment. They should be capable of multi-tasking, independently managing tasks, and prioritizing action items based on company goals. The candidate should be eager to learn new topics and processes. Strong written and oral communication skills, and the ability to effectively organize work are required.

Key responsibilities

The Operations Manager will work with the Operations Department and perform the following tasks:

- Support procurement processes in collaboration with the accounts payable team.
- Coordinate with lab personnel to ensure their supply needs are met, maintain inventories.
- Sourcing critical supplies and proactively protecting the supply chain.
- Manage vendor relationships and handle communications.
- Support R&D teams in maintaining rigorous documentation for regulated supplies.
- Lead shipment coordination, both for lab supplies, as well as supporting department specific logistics.
- Partner with EH&S to ensure documentation is maintained for company policies.
- Lead safety program and support compliance on policies and lab standards.
- Manage renewals of permits and licenses, as well as facilitate inspections and audits.
- Support the Quality Manager in maintaining documentation for the quality management system.
- Collaborate on regulatory discussions and support implementation of new processes to fulfill each department's requirements.

For immediate consideration, please email your CV to: careers@meissavaccines.com

Meissa Vaccines offers competitive salary and comprehensive benefits, including group medical, dental, and vision, as well as company paid life, AD&D, short/long term disability, holiday pay, sick time, and generous paid vacation.

Qualified candidates must be legally authorized to work in the United States. Meissa is not able to provide sponsorship for employment visa status for this position.

Meissa Vaccines Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all Team members. Meissa Vaccines, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.