



# Meissa Vaccines

*JLABS@SSF*

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[www.meissavaccines.com](http://www.meissavaccines.com)

## **Lab Operations Manager**

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

### **About Meissa Vaccines Inc.**

Meissa Vaccines is a biotech company focused on the advancement of vaccines for respiratory syncytial virus (RSV), which represents the largest unmet respiratory medical need in pediatrics. The company is also developing vaccines for human metapneumovirus, parainfluenza virus type 3, and other emerging respiratory viruses. The technology is sourced from Dr. Martin Moore's laboratory, when he was at Emory University. Dr. Moore, together with Dr. Roderick Tang, are cofounders of Meissa and supported by a team with extensive experience in conducting vaccine clinical trials.

### **Candidate profile and job description**

Meissa Vaccines seeks a full-time Lab Operations Manager to join our collaborative team in South San Francisco, CA with the company relocating to Bayshore Technology Park in Redwood Shores in Spring 2020. This individual, reporting to the Vice President of Operations, will support logistics and lab operations of the company to further our mission: improving global public health by discovering and developing innovative and safe vaccines against important respiratory viruses.

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

### **Key responsibilities**

- Organize lab inventory management, purchasing, and receipt of materials.
- Vendor management and point of contact to resolve purchasing and shipping issues.
- Support R&D team through lab maintenance, such as buffer preparation, lab cleanliness, and equipment monitoring (CO<sub>2</sub> tanks, liquid nitrogen tanks, freezer temperatures).
- Aid in coordination of site move and set-up in the new facility.
- Development and maintenance of databases, such as equipment, vendor accounts, sample management.
- Assist in administrative activities, such as tracking invoices and receipts.
- Coordination of shipping logistics, ensuring proper measures taken for temperature sensitive or biological materials. Attention to detail in shipment tracking and documentation.

- In partnership with the VP of Operations, coordinate across departments to ensure each is supported and collaborate on developing organizational efficiencies and maintaining a high standard work environment.

## **Qualifications**

### Education

- Bachelor's degree, preferably in a scientific field with relevant knowledge base in biology.

### Professional Experience

- Minimum of 2 years in a research environment, academic or industry, with an understanding of experimental work flows and laboratory basics, such as pipetting, preparing solutions, and using equipment.
- Past experience maintaining lab consumables inventory, purchasing, vendor management, and coordinating shipment logistics.
- Familiarity of permits, BSL2 requirements, and hazardous materials regulations is a benefit.

### Relevant Skills

- Ability to effectively multi-task and parallel-process tasks across multiple workflows.
- Ability to work independently, and as part of a team, to meet objectives.
- Aptitude for independently solving problems and strategically troubleshooting issues that may arise.
- Desire to work in a fast-paced, collaborative startup environment.
- Strong interpersonal and communication skills, as well as a commitment to deliver quality work.

For immediate consideration, please email your CV to: [careers@meissavaccines.com](mailto: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 and long term disability, holiday pay, sick time, and generous paid vacation.

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.