



## JOB DESCRIPTION

**Title: Lab Manager, for Kytopen**

### Overview

[Kytopen](#) is an MIT spinout streamlining the engineering of a wide array of human and human-derived cells for use in next-generation cell therapies, with the goal of expanding access to powerful new living medicines. We enable transformative therapies with our patent-pending continuous *Flowfect*<sup>®</sup> cell engineering platforms. The non-viral *Flowfect*<sup>®</sup> technology is a fast, scalable, and gentle gene delivery process that yields billions of high-quality engineered cells in minutes while maintaining cell health and function. We seek passionate, pioneering people to join the team on this mission.

### Summary

The Lab Manager will have the responsibility for management and oversight of Kytopen's laboratory facilities, scheduling, training, compliance, equipment, and inventory. The qualified candidate will demonstrate the ability to organize and coordinate all activities requiring laboratory equipment and materials and use of the Kytopen *Flowfect*<sup>®</sup> cell transfection systems. This individual will work in coordination with all personnel and resources required to realize the company's goals.

### Qualifications and Skills

The ideal candidate will be a high energy, organized, collaborative individual possessing strong analytical and communication skills with a degree in Biology, Immunology, or a related field, and with at least 2 years of industry experience coordinating and/or managing a scientific wet lab.

### Responsibilities and Duties (What we need)

- Manage laboratory activities, including (but not limited to): maintain lab and chemical inventory, including routine on-site reconciliation of materials, ordering, receiving and stocking inventory
- Manage training for lab personnel, and ensure general good lab practices are followed
- Receive, manage, transport all material (including biologics) into and out of the laboratory according to standard operating procedures and applicable standards
- Maintain functionality of all equipment, including regular service, calibration, cleaning, repair, and training
- Support Quality Leader with the implementation of Kytopen's Quality Management System
- Maintain all standard operating procedures and work instructions to ensure efficient and standardized workflow, updating and creating new procedures as needed to ensure standardized and efficient protocols are followed, including training logs
- Ensure adherence to Environmental, Health, and Safety guidelines within the laboratory and engineering work spaces.
- Manage scientific planning, including coordinating schedules to ensure necessary resources are available
- Support scientists and engineers in project work as needed to ensure milestones delivered with targets achieved

# KYTOPEN

- Respond and support from time to time the Biology and Engineering teams in defining requirements, specifications, and procedures for *Flowfect*<sup>™</sup> technology platforms
- Perform basic and specific laboratory tasks (e.g. cell culture, electroporation, analytical assays with an emphasis on flow cytometry and ELISA)
- Lead team in ensuring execution of excellent laboratory approach, adherence to protocol, and meticulous lab documentation in close collaboration with Project Management
- Provide feedback on all scientific personnel for consideration of annual reviews

## **Requirements (About you)**

### **What:**

- B.S. in Biology or a related scientific field
- At least 5 years of industry lab experience with a biotech, diagnostic, equipment, pharmaceutical company
- At least 2 years managing a scientific wet lab space
- Regular on-site presence to review how the lab is functioning, its organization and inventory reconciliation
- Familiarity and experience working in a regulated environment and building products according to Industry Standards
- Experience in standard processing techniques including multi-parameter flow cytometry, immunological assays, and cell culture
- Strong organizational, analytical, problem-solving, root-cause-analysis, and troubleshooting skills
- Strong written and verbal communication skills
- Experience working with digital lab management systems and electronic notebooks
- Experience in drafting quality documents such as SOPs, WIs, and job-aids.
- Attention to detail, careful communication, and thorough execution of responsibilities

### **How:**

- Ability to coordinate with a highly skilled and diverse team of engineers and scientists
- Ability to work within a diverse workforce and provide a positive and motivational work environment
- Scientifically motivated with the ability to understand intent and output of experiments
- Entrepreneurial and comfortable in a fast-paced environment
- Ability to adapt to shifting constraints while maintaining high performance and moral
- Not afraid to say 'no' when merited, and constructively provide alternative points of view to consider
- Self-motivated and collaborative, with excellent time management
- Creative and adaptable in identifying and implementing best practices across team
- Demonstrated leadership ability to exemplify Kytopen's values of: Impact, Passion, Integrity, Resilience, and Inclusivity

## **Preferred (More about you...)**

- Experience working with human HSC and/or immune cell biology