

Operations Associate Internship

The Opportunity:

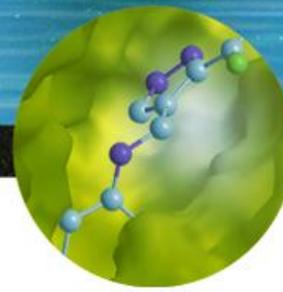
Seeking an Intern for Operations Associate to help maintain a safe, compliant, organized and well-run laboratory environment for the basic research departments. The Internship position is integral to the successful operation of a multi-dimensional research group. This position reports to the Laboratory Manager.

Responsibilities:

- Shipping and Receiving
- Glasswashing and autoclaving laboratory materials
- Purchasing assistance
- Maintain laboratory supplies, prepare routine buffers, stock shelves and place supply orders
- Maintain office and kitchen supplies and areas
- Provide assistance to Laboratory Manager with laboratory inventories
- Supports safety and compliance in the laboratory by monitoring and collecting hazardous waste, filing SDS's
- Maintains cryogenic liquid and compressed air supplies
- Maintain freezers with periodic defrosting and cleaning
- Clean and maintain basic laboratory equipment such as waterbaths and balances
- Participate in lab cleanouts
- Provide emergency response for equipment and facilities

Required Skills and Qualifications:

- High school diploma and work experience. Associates degree preferred
- Certification or ability to complete certification in DOT, RCRA, IATA
- Ability to lift 40 pounds
- Ideally candidate would have knowledge of laboratory procedures and functions;
- Excellent communication and customer service skills as well as flexibility and attention to details
- Working knowledge of Microsoft Office applications



About X-Chem

X-Chem, Inc. is a privately held biotechnology company based in Waltham, Massachusetts, established in 2009 to apply its innovative drug discovery capabilities to the generation of novel small molecule therapeutics.

Our chemical strategy can be applied broadly to most targets in any therapeutic area, including the most challenging ones. We have built a strong team of leading experts with proven track records in innovative drug discovery and biotechnology partnering.

EEO Statement

X-Chem is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Job Code – INTBE01 (Use Job Code in subject line of all communications)

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Contact Name: Internship Program

Email careers@x-chemrx.com

Position Location Waltham, MA