

## **Job Type: Full Time**

### **The Opportunity:**

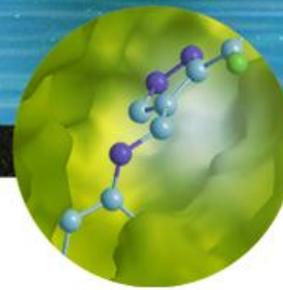
Seeking an Operations Associate to help maintain a safe, compliant, organized and well-run laboratory environment for the basic research departments. The position is integral to the successful operation of a multi-dimensional research group. This position reports to the Laboratory Manager.

### **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 us:

X-Chem is a privately held biotechnology company whose mission is to apply its innovative drug discovery capabilities to the discovery of compounds against novel therapeutic targets.

X-Chem offers a stimulating, casual, and fun working environment; plus a competitive salary and benefits package, stock option incentives, and the opportunity for all employees to grow with the Company. X-Chem is an equal opportunity employer that complies with all applicable national, state and local laws governing nondiscrimination in employment as well as employment eligibility verification requirements of the Immigration and Nationality Act. All applicants must have authorization to work in the United States.

## Why work for X-Chem?

X-Chem offers highly competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer includes: 100% Paid Medical, Dental, STD/LTD and Life Insurance; 12 Paid Holidays; 22 days PTO; Tuition Reimbursement; Stock Options; Flexible Spending account for both medical and dependent care; weekly social hour; Summer Hours and company events. Our work environment includes casual dress, bike storage, free parking, and wellness perks.

## 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 – BEP01 - (Use Job Code in subject line of all communications)**

### Apply Now

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**Position Location** Waltham, MA