



Manager of Laboratory Operations

ABOUT THE COMPANY

QurAlis is a clinical-stage biotechnology company developing breakthrough precision medicines for amyotrophic lateral sclerosis (ALS) and other neurodegenerative diseases with genetically validated targets.

QurAlis is trailblazing the path to conquering amyotrophic lateral sclerosis (ALS) and other neurodegenerative diseases with genetically validated targets with next-generation precision medicines. QurAlis' proprietary platforms and unique biomarkers enable the design and development of drugs that act directly on disease-causing genetic alterations. Founded by an internationally recognized team of neurodegenerative biologists from Harvard Medical School and Harvard University, QurAlis is advancing a deep pipeline of antisense oligonucleotides and small molecule programs including addressing sub-forms of ALS that account for the majority of ALS patients.

Summary of Position:

QurAlis is seeking a highly motivated and detail-oriented Manager of Laboratory Operations to oversee laboratory operations and support services. In this position, you will implement and improve processes related to laboratory functions, manage Environmental, Health, and Safety (EH&S) regulations, maintain strong relations with vendors and other stakeholders, and supervise the lab ops team. The successful candidate will work closely with, and support, the Head of Discovery to manage daily lab operations and ensure the lab team has what they need to be successful.

Primary Job Responsibilities:

- Manage lab equipment including service contracts, preventative maintenance, calibration scheduling, and SOPs
- Own the EH&S program with third party partner to ensure lab safety compliance and maintenance of federal and local permits and licenses, lead the Institutional Biosafety Committee, manage biohazard and chemical waste disposal and shipment, and coordinate new hire orientation for all employees
- Maintain inventory stock levels by ordering, receiving, and distributing lab supplies and reagents
- Serve as the point of contact for all laboratory facilities needs and issues, acting as a liaison to leadership, property management, contractors, and lab personnel
- Anticipate, troubleshoot, and resolve problems associated with work within a laboratory setting, including occasional off-hours response to laboratory emergencies and on-call support



- Collaborate regularly with lab personnel to identify and address any workflow bottlenecks, inefficiencies, or opportunities for process improvement, and logistical or administrative issues in the lab
- Manage shipping for domestic and international shipments of lab materials, including the preparation of material for shipment and troubleshooting missing or delayed deliveries
- Internal laboratory budgeting and forecasting
- Create and maintain data and sample inventory management across departments
- Point person for electronic lab notebook system
- Interface with internal and external stakeholders, including R&D, finance, facilities, operations teams, and vendors
- Oversee the design and build out of lab space at new location and manage relocation, as applicable

Minimum Qualifications Required:

- Bachelor's degree in scientific discipline or equivalent work experience
- 4+ years' experience working in biotech/pharmaceutical lab environment
- 2+ years' experience in a lab management role
- Demonstrated experience in process implementation and improvement
- High attention to detail
- Strong organizational skills
- Able to work independently and work well in a team environment in a fast-paced environment
- Excellent written and oral communication with key stakeholders and work collaboratively
- Must be able to lift 40lbs

Additional Qualifications Desired:

- Experience in asset management and laboratory operation technologies such as LIMS
- Experience with lab design and build-out
- Certified in DOT, IATA, and RCRA, or willing to obtain certifications if needed
- Knowledge of GLP is a plus
- Management of direct reports or interns

Please send a resume with a cover letter to anna.beck@quralis.com.

QurAlis is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation or any characteristic protected under applicable law. QurAlis will provide reasonable accommodation for qualified individuals with known disabilities, in accordance with applicable law.