

## **DIRECTOR OF LABORATORY OPERATIONS**

---

Green Mountain Antibodies, Inc. is a recognized leader in the production of monoclonal antibodies. Located in Burlington, Vermont, our highest quality antibodies are used to advance science and health world-wide in the research, pharmaceutical, and biotech industries.

Our company is currently seeking a Director of Laboratory Operations to join our team. This is a full-time senior-level position. You will join a dedicated team that has a great sense of pride in being part of a company that cares about its employees and the community of which we are a part. We offer a casual yet professional and respectful work environment located within walking and biking distance to some of Vermont's most picturesque attractions that make it a great place to work and live. Compensation will be determined by qualifications and level of experience and includes a competitive benefits package.

### **SUMMARY:**

Reporting to the President, the Director of Laboratory Operations leads a cross-functional core team to provide strategic planning, laboratory and operations leadership. This position also directs, manages, and executes senior level project management services on assigned projects utilizing and managing a team of professionals to provide superior client services.

### **RESPONSIBILITIES:**

- Provide leadership and oversight of operations for all areas of the laboratories/facilities
- Develop strategic vision and plan to ensure continued quality, operational performance, and growth
- Manage and motivate a team of highly trained technicians working in a fast-paced environment
- Ensure employees work in a clean, safe, organized workplace
- Create a culture of high performance, efficiency, and standardization to ensure operational outcomes and exceptional customer experience
- Hire, develop, and lead a team of laboratory technicians who are responsible for delivering lab services
- Lead the design and management of regulatory, license, and accreditation compliance
- Maintain an effective quality assurance program
- Develop, maintain, and implement general lab and organizational policies relevant to the provision of laboratory services
- Ensure compliances to all policies and procedures
- Assess existing systems and equipment and implement upgrades and improvements
- Ensure problems are solved using the PDCA cycle, a Lean culture is supported and lab employees are proficient in the use of lean tools
- Ensure the documentation on lab systems and equipment and operational aspects required for day-to-day operations is current
- Oversee the sourcing, negotiating and procurement, receiving, and installation of major and complex equipment
- Plan the use of department space and equipment to maximize efficiency
- Provide guidance in technology advancement and mentoring scientific staff
- When required, assist laboratory operations in meeting customer demands
- Additional duties and projects as assigned

**REQUIREMENTS:**

- Ph.D., or M.S. with equivalent experience, in Biochemistry, Immunology or Medical Laboratory Science, or related scientific field
- Ten or more years of previous senior leadership experience
- Ten or more years of a proven track record in laboratory operations, laboratory program development or related laboratory management
- Strong knowledge of professional laboratory theory and practice in strategic plan development, organizational policies and procedures, and operational performance
- Superior management and organizational skills including the ability to facilitate strategy planning and business development and lead cross functional teams
- Experience growing and scaling an innovative service-oriented business model
- Experience in process and quality improvement methodologies (Lean, Six Sigma) is preferred
- A high level of analytical and presentation skills
- Sound understanding of risk management
- Concise and clear verbal and written communication skills
- Strong interpersonal skills with an ability to interact with executive level external and internal clients as well as external team members (vendors, contractors, etc.)
- Excellent people management skills with a demonstrated ability to lead a team

*Green Mountain Antibodies is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, national origin, disability, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*