

Open Position

CaixaResearch Lab Operations Officer

CaixaResearch Institute is seeking a **Lab Operations Officer** to oversee and support cross-laboratories operations of the Institute. This role requires a **proactive and highly organized professional** who can efficiently manage lab-related activities while ensuring a smooth and safe research environment. The ideal candidate will have **strong communication skills**, the ability to **collaborate with scientists and technical staff**, and a **problem-solving mindset** to address daily operational challenges. Given the dynamic nature of the role, flexibility and the ability to **manage multiple responsibilities effectively** are essential. This position also offers the opportunity to **contribute to continuous improvement initiatives**, fostering a well-structured and efficient lab ecosystem.

CaixaResearch Institute

The **CaixaResearch Institute** is set to become a leading international research centre in the **translational study of immunology and the most prevalent diseases**. The centre will conduct its own research focused on studying **how the immune system works when it interacts with pathologies, such as neurological, oncological, metabolic and infectious diseases, as well as analysing related environmental factors**.

The Institute's mission will be accomplished by prioritising a multi- and interdisciplinary approach, the development of cutting-edge technologies and the transfer of results to society. The Institute will establish the necessary procedures to guarantee that all the activities carried out by its community will comply with the values **of transparency, accountability, scientific excellence, integrity and ethics, equity and inclusion**.

CaixaResearch Lab operations officer

JOB DESCRIPTION	
Job title	Lab operations Officer
Reference	REF2025/003
Full / part time	Full time (40h /week)
Remote / On-site	On-site
Direct supervisor	Report to the Director of Technology Closely collaboration with other areas to support the research center's strategic goals.
Minimum experience (years)	5 years of experience on biomedical lab work
Education and field of expertise. Required / desired	Master or PhD in related areas of biochemistry, biology, etc..
Technical skills	<ul style="list-style-type: none"> • Understanding of several lab techniques • Understanding of basic negotiation strategies for both consumables and small lab equipment • Understanding of good lab practices, including waste management and CO2 footprint impact

	<ul style="list-style-type: none"> • Ability to create and maintain general lab SOPs • Ability to make basic equipment troubleshooting and calibrations • Understanding of the several biological risk levels and containment levels • Record existing labs layouts and help projecting new ones • It will also be considered as a plus data management principles, ELNs, and related software
Soft skills	<ul style="list-style-type: none"> • Strong organizational and communication skills • Ability to multitask and prioritize in a dynamic environment. • Capacity to learn and adapt to change • Teamwork & collaboration • Good written and spoken English level
Key responsibilities and duties	<ul style="list-style-type: none"> • Researcher Onboarding: Conduct technical onboarding and lab safety training. • Lab Access Management: Oversee and control access to lab facilities. • Equipment Records & Maintenance: Maintain calibration logs, service reports, manuals, and usage guidelines for common lab equipment. • Infrastructure Issues: Report and follow up on lab infrastructure incidents. • Consumables Management: Monitor and restock basic transversal consumables. • Equipment Procurement: Test, evaluate, and purchase of common lab equipment. • Waste Management: Ensure proper management, disposal and compliance with lab waste policies • Coordinate general sterilization and media production • Train new users on ELN best practices
What we offer	<ul style="list-style-type: none"> • An Inspiring Mission: Contribute to a new, innovative institute driving groundbreaking discoveries and being part of a team committed to advancing biomedical research with a focus on immunology's transformative potential. • A Supportive Culture: Work in an inclusive environment that fosters collaboration, creativity, and innovation.

	<ul style="list-style-type: none"> • Professional Development: Permanent position with a competitive salary along with a benefits package, and opportunities to grow your career through mentoring, networking, and specialized training. • Positive working environment: Experience a supportive and inclusive culture that facilitates work-life balance and promotes collaboration among all employees.
Application deadline	2025/03/17
Required information	<ul style="list-style-type: none"> • A motivation letter detailing your interest in the position and the institute. • A comprehensive CV with your contact information.
Selection process	<ul style="list-style-type: none"> • Pre-selection: evaluation of track record and CV. • Interview/s: Short-listed applicants will be interviewed in person or online as many times as necessary. • Offered position: the job offer will be sent to the successful candidate after the interview.
Contact	jobs@caixaresearch.institute