

Laboratory Manager / Process Improvement Manager

**Full-time
(Exempt)**

Reports to: Director, Applications

Location: Chicago, IL

Description: The Laboratory Manager / Process Improvement Manager must have solid knowledge and understanding of good laboratory practices (GLP) for the biotechnology and/or pharmaceuticals industry. They are responsible for ensuring the smooth and efficient operation of the Sword Diagnostics laboratory. This includes general laboratory management tasks such as maintaining a well-stocked, organized laboratory; overseeing routine maintenance of equipment and instruments; and ensuring compliance with the appropriate regulatory and safety requirements for GLP and OSHA. Additionally, the Laboratory Manager / Process Improvement Manager will institute, manage and improve upon company processes related to laboratory operations, production, routine testing, quality assurance and order fulfillment. They will train and coach employees to ensure compliance with these processes. The Laboratory Manager / Process Improvement Manager may also be expected to support the Applications team by preparing and testing reagents per SOP and performing laboratory experiments (primarily ELISA) with accuracy and precision.

Responsibilities include but are not limited to:

- Institute good laboratory practices (GLP) in the Sword Diagnostics laboratory
- Develop, manage and improve upon company processes related to laboratory operations, production, routine testing, quality assurance and order fulfillment to meet company objectives
- Train and coach employees to ensure compliance with SOPs related to laboratory processes
- Ensure compliance with all regulatory and safety requirements and laws
- Coordinate transition of projects from assay development to production or routine testing
- Assist employees and management on reaching performance and quality goals
- Coach team on skills and techniques that encourage quality and consistency in lab procedures
- Serve as the subject matter expert for programming, operation and maintenance of laboratory equipment, including biosafety cabinet, plate washers, multimodal plate readers, liquid handling systems, etc.
- Plan and conduct experiments with guidance from supervisor
- Analyze results and recommend potential follow-on experiments
- Other duties and responsibilities as assigned

The Ideal Candidate Will Have:

- BS or BA in biology, biochemistry, biomedical engineering or related field
- Minimum of 5-10 years' experience in a quality regulated (ISO, GLP, GMP, etc.) biotechnology or pharmaceutical laboratory industry setting
- Strong experience and prior training in process improvement
- Skill in solving minor mechanical issues with laboratory equipment
- A proactive mindset to organize and balance multiple priorities and projects in a fast-paced laboratory setting

- Excellent pipetting technique, including use of multi-channel pipettes
- Strong immunoassay experience, particularly ELISA
- Willingness and ability to work in a Biosafety Level 2 laboratory
- Proficiency in Microsoft Office (Word, Excel, Powerpoint)

Please send a cover letter, resume, and salary requirements to hr@sworddiagnostics.com.