



LABORATORY ASSISTANT POSITION DESCRIPTION

- Exempt
- Non-exempt

About Us:

Bionique Testing Laboratories, Inc. (Bionique) has been a leading global provider of mycoplasma testing services for the biopharmaceutical industry for over 30 years. Bionique offers the full breadth of services from lot and Final Drug Product release testing per regulatory guidelines to a GMP compliant Real-Time PCR assay to support clients' needs from concept to clinical trials and commercialization for biopharmaceutical and cell therapy products. Bionique's experience and expertise extends to development and validation of rapid microbiological methods to support abbreviated release timelines. Additional services such as regulatory and compliance consultancy add to Bionique's unique position in this niche analytical testing space. Located in Saranac Lake, NY, Bionique is an FDA registered and GMP compliant contract testing facility. Bionique aims to offer unsurpassed quality mycoplasma testing services to meet the specific scientific and regulatory needs of each client and partner.

Summary:

This position is responsible for assisting laboratory personnel and supporting the quality control, sterility control and safety agenda of the organization with various functions within the facility.

Key Accountabilities and Responsibilities:

- Maintain the cleanliness of laboratories and laboratory equipment as directed and in compliance with Bionique's Standard Operating Procedures (SOPs)
- Prepare lab equipment for upcoming experiments and simple lab solutions such as buffers, media/common vehicles, alcohol solution, and bleach
- Wash, dry, and sterilize glassware and distribute to appropriate locations within the laboratory, keep glass-washing area clean and organized
- May sterilize glassware and other items using an autoclave
- Assist in the archiving and/or disposal of samples
- Assist technical personnel with clerical duties (e.g., filing, making copies, labelling, tags, etc.)
- May hand record data
- Operate basic lab equipment and perform routine maintenance as needed and in accordance with SOPs
- Monitor and maintain laboratory inventory, receive and stock assigned areas with laboratory supplies and reagents
- Dispose of packaging materials from incoming shipments
- Maintain a calendar of all tasks to be completed
- Coordinate the transfer of tasks when away from the laboratories
- Remain up to date with assigned training
- Additional duties as assigned



Additional Accountabilities and Responsibilities

- Ability to adhere to standard timeline and escalate actions appropriately for resolution in a timely manner
- Keeps manager informed of progress and communicates effectively with colleagues as necessary to achieve assigned tasks and goals
- Performs jobs responsibilities as directed and completes tasks as assigned

Requirements:

- A BS/BA degree from an accredited college/university in Cell Biology, Microbiology, Biochemistry or related field preferred. Equivalent combination of education, training and experience may be substituted.
- Relevant undergraduate student lab work preferred
- Ability to handle multiple tasks under deadline pressure
- Able to adapt quickly to change
- Strong organizational and time management skills
- Ability to work weekends as needed
- Proficient with Microsoft Office Suite or related software

Physical Requirements:

- Capable of sitting at a desk and working on a computer for prolonged periods of time
- Must be able to lift up to 50 pounds at times

Bionique is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, marital status, pregnancy status, amnesty, covered veteran, or any other protected status or characteristic protected by applicable federal, state, and local laws.