



Laboratory Manager

Position Summary

TargetDx Laboratory is a growing biotechnology company with a mission of developing sensitive and specific blood tests to detect high mortality cancers early as well as providing COVID-19 and other virology tests. By adhering to a data driven approach and using rigorous scientific processes, we strive to innovate, simplify, and improve early diagnostic tools, which lead to an increase survival rate and better quality of life.

We are seeking a **Lab Manager** to direct and manage day-to-day CLIA laboratory operations including workflow, personnel, equipment, supplies, and documentation needed to ensure the lab runs smoothly and maintain compliance with applicable laws and policies. The ideal candidate will be responsible for implementing processes to assure quality management of the laboratory and ensure that daily goals are met by laboratory personnel.

Primary Responsibilities

- Manage the clinical lab operations, which consists of General Supervisor, clinical laboratory scientists (CLS), and laboratory assistants, including hiring, training, scheduling, evaluating, and disciplining to ensure a well-qualified team and to enhance operational success and compliance.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsible for reviewing timecards for accuracy and completion. Work with employee to resolve errors. Approve timecards accordingly.
- Implement quality management procedures, conduct routine quality assessment, and report to Quality Assurance Committee
- Provide on-going process improvement, risk assessment, and mitigation plans.
- Maintain and enforce policies, procedures, documentation, validation plans and test scripts in accordance with regulatory standards.
- Assist in the maintenance and repair of laboratory equipment. This includes scheduling preventative maintenance, calibration and working with technology support from various vendors to troubleshoot routine equipment issues.
- Ensure timely and accurate laboratory test result.
- Work with inventory to ensure sufficient supplies of kits and reagents.
- Provide reports, assessments, and resolutions to upper management.
- Researches and resolves client problems/issues.
- Work with other departments as necessary, e.g., IT.
- Perform other responsibilities as needed.



**LUNG CANCER
PROTEOMICS**
Early Detection of Lung Cancer



TargetDx
LABORATORY

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Qualifications

- Bachelor's or master's degree in a chemical, biological, or clinical laboratory science or medical technology from an accredited institution AND at least 5 years of laboratory training or experience or both in high complexity testing
- Technical/General Supervisor level CLS
- CA CLS Generalist license preferred
- Experience leading and supervising teams of scientists and lab assistants
- Strong critical thinking and creative problem-solving skills
- Ability to multitask in a dynamic work environment and prioritize competing deadlines
- Self-motivated, energetic, organized, and results oriented

Job Type

Full-time

Benefits

- Health insurance
- Dental insurance
- Vision insurance
- Retirement 401k plan
- Paid time off
- Short- and long-term disability
- Stock options

Equal Opportunity Employer

TargetDx Laboratory is proud to be an Equal Opportunity Employer. We are committed to ensuring a diverse and inclusive workplace environment, and welcome people of different backgrounds, experiences, abilities, and perspectives.

All qualified applicants are encouraged to apply, and will be considered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, veteran status, disability, or any other legally protected status