



## Operations Internship – College Level Fall 2020

*LabShares Newton ([www.labshares.com](http://www.labshares.com)) is a fast-growing lab and office incubator for life-science startups. LabShares offers member companies a fully functional biology focused lab space, offering the equipment, services, and support they need to engage in scientific discovery rapidly and efficiently. LabShares is located in Newton, MA in a modern, light-filled building that is fully permitted and conveniently located along the Charles River with free parking.*

### **Position Description**

LabShares is seeking a self-motivated, energetic, and reliable Operations Intern to work alongside office and lab staff 10-15 hours per week. This paid internship will focus on a range of administrative, operational, and marketing tasks, and offers the potential to engage with the scientific areas of the company including lab operations and management. This is an exciting opportunity to work for a rapidly growing startup that can offer a host of real-life experiences. At LabShares, time is valuable, and every team member is critical. The Operations Intern will be exposed to all aspects of the company and will be able to see first-hand how life science companies work.

### **Position responsibilities**

- Business administration/operations
  - Greet guests, lead tours of the lab
  - Maintain inventory of kitchen and office supplies and place orders as necessary
  - Periodically audit tenant space usage and prepare notices for distribution
  - Order and stock snacks, drinks, coffee
  
- Lab Management
  - Receive full safety and operational training
  - Opportunity to obtain DOT and IATA certification
  - Support lab waste management and safety efforts
  - Review gases and other lab infrastructure; ensure orders are placed
  - Support COVID-19 sanitary processes and practices
  - Perform routine lab maintenance (safety equipment, water levels, etc...)

Interested candidates should send a CV and cover letter to [Hannah@labshares.com](mailto:Hannah@labshares.com)