



Icosavax Job Description

Lab Manager

SUMMARY: Icosavax, Inc. (NASDAQ: ICVX) is a publicly traded biopharmaceutical company leveraging its innovative VLP platform technology to develop vaccines against infectious diseases, with an initial focus on life-threatening respiratory diseases. Icosavax's VLP platform technology is designed to enable multivalent, particle-based display of complex viral antigens, which it believes will induce broad, robust, and durable protection against the specific viruses targeted. Icosavax's pipeline includes vaccine candidates targeting respiratory syncytial virus (RSV), human metapneumovirus (hMPV), and severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Based in Seattle, Icosavax was formed in 2017 to advance the breakthrough VLP technology from the Institute for Protein Design at the University of Washington with the goal to discover, develop, and commercialize vaccines against infectious diseases.

Icosavax seeks to hire a Lab Manager. The ideal candidate will be organized, hands-on, detail-oriented, and have a strong work ethic. The main objective of the role will be to support our rapidly expanding team and footprint, serving as the primary manager of day-to-day lab safety needs, logistics, supply and equipment management, and planning of a new lab space. Based in Seattle, WA, this role will report into the Senior Director Preclinical Development.

JOB DUTIES:

- Responsible for lab and general office safety officer duties
 - Annual lab safety and biohazard training
 - First aid coordinator/officer
 - Management of chemical inventory and hazardous/biohazardous waste
 - SOP generation for the above activities
 - Other activities as required
- Assist in monthly/quarterly/annual operating/capital expense budget reviews
- Log management for inventory, equipment, freezer samples and reagents
- Ensure appropriate lab notebook maintenance
- Lab IT liaison and ELN management
- Procure and maintain lab permitting per local, state and Federal regulations
- Interface with building management infrastructure issues
- Maintain gases and dry ice and manage delivery
- Maintain lab coats and PPE; ensure staff utilize appropriate PPE
- Vendor management
- Lab equipment purchasing and maintenance
- Supply ordering and inventory management
- Shipping and receiving of products and reagents
- Compliance with Icosavax purchase procedures; facilitating approvals and coordinating with accounts payable on all lab-based purchases
- Management of cold storage/temperature monitoring/backups
- Management of preventative maintenance contracts and equipment repairs



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- Maintain equipment and ensure compliance with provisions of existing product warranties
- Coordinate with vendors to service equipment
- Manage/oversee all service agreements
- Oversight of lab/facility cleaning services
- SOP generation for lab equipment and facility care/maintenance; warranty and service package for equipment
- Develop processes and relationships with main third-party vendors
- Point person/liason for all lab and building related issues

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

Education:

- Minimum of bachelor's degree in scientific discipline or related area preferred

Experience, Knowledge and Skills:

- 5+ years experience (minimum) in lab and facilities management within the pharmaceutical, biologics, or other related industries
- Strong preference for past experience in a start-up environment
- Demonstrated knowledge of administrative management practices and procedures
- Excellent oral and written communication skills
- Demonstrated ability to work in a fast-paced environment and manage multiple priorities
- Excellent project management skills
- Excellent attention to detail and problem solving skills
- Team player with great people skills
- Excellent working knowledge and experience of Microsoft Office (Word, Outlook, PowerPoint)

PHYSICAL DEMANDS:

- Manual dexterity required to operate office equipment (i.e. computers, phones, etc.).
- Ability to lift at least 25 pounds

OTHER:

- Location is Seattle Washington, USA.
- Must be eligible to work in the USA

Please send cover letter and resume to careers@icosavax.com