



## Lab Manager

Proxygen's mission is to harness the most innovative, cutting-edge technologies and know-how to redefine the limits of what is druggable. Most drugs are designed to block one specific function of a disease-causing protein. But over 80% of human proteins are not accessible via this approach and are generally considered "undruggable". At Proxygen, we specialize in a completely different class of drugs, called molecular glue degraders. These have the unprecedented potential to tackle diseases that have thus far been considered "undruggable".

Originating from one of the most prestigious research institutions in Europe, our irrevocable focus lies on excellence in everything we do. While being proud to be a truly Viennese company, our team comes from almost all regions of the world – with one common goal in mind: pushing the boundaries of what is druggable.

We are looking for an enthusiastic full-time **Lab Manager** excited to reach this goal together with us and help grow Proxygen to the next level.

### What we are looking for

- Bachelor or master's degree in the life sciences. Candidates with a TA diploma (HTL) or PhD will also be considered.
- Excellent organizational skills, experience in lab management is favorable.
- Previous wet-lab experience is of advantage, particularly familiarity with basic molecular biology and culturing of mammalian cell lines.
- Good written and oral communication in English, as well as basic proficiency with computers are necessary requirements. Experiences with databases and laboratory management tools is considered a plus.
- Positive attitude, reliability, professionalism, and team player mentality.

### What your main responsibilities will be

- Support scientific activities at Proxygen through general lab management and lab organization, including the maintenance of a centralized inventory system.
- Monitor stocks of reagents and plasticware and ensure supply through procurement activities. Coordinate activities of the Media Kitchen Manager for in-house production of buffers and reagents, as well as washing and sterilization services.
- Manage interactions and negotiations with sales representatives, neighboring companies and building management.
- Contribute to organizing the move of lab activities to new facilities in Q4 2022 and setting up processes and workflows in the new lab space.
- Organize periodic and extraordinary maintenance of lab equipment.
- Provide administrative support for budgeting and invoicing.
- Assay development and accurate documentation in the form of SOPs.
- Onboarding of new team members.



### What we offer

- Cutting edge drug discovery in a state-of-the-art equipped biotech company with a clear focus on pushing the boundaries of the druggable space.
- A young, dynamic, and highly international team that regularly gets together for company events and happy hours.
- Full support of professional development (conference attendance, courses, etc.) aligned to your individual career goals.
- Abundant infrastructure with supermarkets, cafés, restaurants, cafeteria, and a convenient connection to Vienna's public transport, all around the corner.
- Flexible work hours & home office, possibility to work remotely.

### Application details

Please submit your application including a letter of motivation and curriculum vitae with contact details of two referees to [hr@proxygen.com](mailto:hr@proxygen.com) in one single PDF. Applications will be reviewed on a rolling basis until the position is filled. Please refer to „Lab Manager“ in the subject line of your email.

*For more information, please visit [www.proxygen.com](http://www.proxygen.com)*