

Genomics Lab Manager

JOB DESCRIPTION

1. To establish specimen preparation procedures; develop and implement analytical procedures; evaluate laboratory information; and ensure results are reported according to protocols.
2. To ensure laboratory equipment performance is maintained by developing troubleshooting procedures; ensuring staff compliance; and arranging equipment replacement, service and repair.
3. To ensure laboratory inventory is consistently maintained so as to not disrupt the sample processing and results are delivered in a timely manner.
4. To maintain laboratory productivity by monitoring workload of functional areas; identifying peak and slack periods; and making necessary adjustments as needed.
5. To identify laboratory needs and problems and recommend improvements.
6. To implement new tests, methods and instrumentation by developing procedures.
7. To manage laboratory staff by recruiting and training employees.
8. To complete operational requirements by scheduling and assigning tasks to employees; and following up on work results.
9. To maintain professional and technical knowledge by attending educational workshops and establishing professional networks.
10. To resolve problems by consulting with vendors and other professionals.
11. To contribute to team effort by accomplishing related results as needed.

JOB REQUIREMENT

1. Minimum Masters in biology, biotechnology, molecular biology or genetics. Candidate with PhD will have an advantage.
2. Minimum 3-5 years of working experience with hands-on experience in laboratory and at least 1-2 years' experience of leading a team.
3. Must have hands-on laboratory experience in molecular biology. Sequencing experience will be an added advantage.
4. Able to work independently and carry out self-reading.
5. Has excellent interpersonal skills and understands the bigger picture.
6. A good mentor to the team and encourages learning.
7. Be able to meet deadlines and multitask.