

Nanobiosym is an innovative, high-tech company that is developing novel technologies at the nexus of physics, nanotechnology, and biomedicine. Founded by MIT/Harvard alum and located in Cambridge, Massachusetts, Nanobiosym was awarded the first X-Prize to be given for healthcare.

## Molecular Technologist

### Summary:

We are looking to expand our laboratory team with a great Molecular Technologist.

You will be responsible for performing procedures in a complex patient sample testing process with limited supervision. Most prominently, the position is responsible for solution and reagent preparation, equipment maintenance, and the handling and testing of patient specimens. The incumbent works one of three established shifts and may be assigned to work any day that the lab is operational.

### Responsibilities:

- Under limited supervision of senior lab personnel and in adherence to established Standard Operating Procedures (SOPs):
  - Perform molecular techniques, such as DNA/RNA extraction, qPCR and/or sequencing, Operate automated extraction workflows.
  - Operate automated liquid handling platforms.
  - Perform any other patient and client sample testing and processing steps needed.
  - Perform reagent qualifications.
  - Perform workflow that maintains quality, thoroughness, and optimum efficiency for Turn Around Time (TAT).
  - Utilize the Laboratory Information Management System (LIMS) to track and execute sample processing.
  - Document executed process steps per Good Documentation Practices (GDP).
  - Update and maintain records and data on test results per GDP.
  - Perform daily, weekly, monthly and as needed equipment maintenance checks.
  - Assist with laboratory inventory management
  - Participate in additional continuous quality improvement activities.
  - Adhere to safety protocols, such as wearing laboratory coats and required safety gear.
  - Maintain organization and cleanliness in the labs.

- Collaborate on SOPs revisions and drafts as needed to adjust for process improvement initiatives and regulatory changes.
- Review SOPs at set intervals and sign-off to document knowledge of these procedures.
- Document and assist with investigations for non-compliance events via Non-Conformance Reports (NCRs), Corrective Action/Preventative Action (CAPAs) and other reports.
- Participate in verification and validation studies for process improvements, new equipment, and new technology transfer at the discretion of the supervisor
- Other duties as assigned.

#### **Minimum Qualifications**

- Bachelor's Degree in a chemical, physical, biological, or life science (per regulatory requirements)
- 1+ years of molecular laboratory work experience in a CAP/CLIA regulated lab
- Qualify as Testing Personnel as defined by CLIA rule § 493.1489
- Certifications or licensure that is required by the state or county in which the job is posted

#### **Preferred Qualifications**

- Molecular Biology American Society of Clinical Pathology (MB-ASCP) Certification
- Familiarity of and experience working with DNA manipulation techniques, enzymatic reactions, and sequencing chemistry
- Familiarity with high throughput platforms and common molecular laboratory equipment (such as pipettes, qPCR instruments, liquid handlers)
- Experience with Laboratory Information Management System (LIMS)
- Experience with Quality Management Systems(QMS)
- Experience ensuring and maintaining integrity and quality of the laboratory in the areas of sample processing, equipment maintenance, and SOPs
- Knowledge about laboratory safety protocols
- Prior experience working in a start-up

#### **Essential Skills**

- Work well under pressure while maintaining a professional demeanor both as an individual contributor and in a team
- Prioritize and thoroughly follow up on assigned tasks
- Handle multiple tasks at once and work in a fast-paced environment

- Adapt to changing procedures, policies and work environment
- Work in the presence of chemicals and reagents in a laboratory environment
- Proficiency utilizing Microsoft Office Suite, most specifically Excel and Word
- Excellent skills of written communication, oral communication, collaboration, and problem solving with other departments and colleague
- Excellent organization and attention to detail
- Understanding of HIPAA and importance of patient data privacy