

**Job title:** Laboratory Technician/Laboratory Manager

**Location:** 3rd Floor, Centre for Cellular and Molecular Biology Annex 2, Genpact Area, Uppal IDA, Habsiguda, Hyderabad, Telangana 500039, India

**Reports to:** Senior R&D Scientist

**Position:** Full-time

### **Job Summary**

We are seeking a highly motivated Laboratory Technician/Laboratory Manager to support daily laboratory operations. The ideal candidate will combine strong technical laboratory skills with excellent organizational, communication, and problem-solving abilities. This role requires maintaining high standards of scientific integrity, ensuring compliance with Good Laboratory Practice (GLP), and contributing to a safe and efficient lab environment. A probationary period of three months will apply, during which the candidate is expected to demonstrate the capability to meet the requirements outlined in this job description.

### **Key responsibilities**

#### *1. Laboratory Operations*

- Prepare buffers and reagents independently, including accurate weighing, pH, and conductivity measurements.
- Conduct SDS-PAGE experiments independently, including gel casting and reagent preparation.
- Prepare serial dilutions and standards as required by the assay protocol.
- Ensure proper handling, labeling, and storage of all samples and reagents.

#### *2. Laboratory Management*

- Maintain and manage laboratory inventory, including stock monitoring, ordering, and organization.
- Ensure the lab is clean, organized, and compliant with safety and operational standards.
- Support the smooth day-to-day functioning of laboratory activities.

#### *3. Documentation and compliance*

- Maintain accurate and up-to-date laboratory records in accordance with GLP standards.
- Ensure proper document control, data integrity, and report management.
- Record experimental data clearly and communicate results effectively.
- Identify deviations from protocols and escalate appropriately.

#### 4. *Vendor & Procurement Coordination*

- Communicate effectively with vendors and suppliers to request quotations, negotiate pricing, and secure discounts.
- Compare vendor quotes and support cost-effective purchasing decisions.
- Build and maintain professional relationships with suppliers.
- Monitor order status and follow up on deliveries to ensure timely supply of materials.
- Identify and flag issues related to pricing, quality, delays, or discrepancies, and escalate when necessary.

#### 5. *Problem-solving and communication*

- Respond effectively to daily laboratory challenges and troubleshoot issues as they arise.
- Escalate complex problems or risks appropriately and promptly.
- Communicate scientific information clearly in both written and verbal formats.
- Collaborate with cross-functional teams in a diverse working environment.

### **Required Skills & Competencies**

#### *Core Skills*

- Strong scientific communication skills (written and verbal).
- Ability to maintain accurate records and manage documentation.
- Adaptability and flexibility in dynamic or changing environments.
- Strong problem-solving skills and sound judgment in escalating issues.
- Effective time management and the ability to meet deadlines.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Close attention to detail and commitment to protocol adherence.
- Ability to speak to vendors and request quotations, discounts, and flag related issues.

### **Work conditions**

#### *Working Hours*

This is a full-time position requiring approximately 37.5 – 40 hours per week, Monday to Friday. Flexibility may be required to accommodate experimental timelines and laboratory needs.

### **Qualifications**

- Minimum requirement of a Bachelor's degree in Biology, Biochemistry, Biotechnology, or a related scientific discipline (or equivalent experience).

### **Personal Attributes**

- Highly organized and detail-oriented.
- Proactive and self-motivated with the ability to work independently.
- Strong team player with a collaborative mindset.
- Able to manage multiple priorities in a fast-paced environment.

### **How to apply**

Please send your CV outlining your relevant experience to [ulqascientific@gmail.com](mailto:ulqascientific@gmail.com).

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