



Sanford Rose Associates®

EXECUTIVE SEARCH

Laboratory Manager

Sanford Rose Associates

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Corporate Overview

The Company, based within the rapidly growing San Francisco Bay Area biotech community, develops and commercializes high-value molecular diagnostics for oncology. The company currently offers microarray-based tests through its CLIA-certified laboratory, and plans to provide FDA-cleared diagnostic test kits to clinical laboratories. The company's initial tests will utilize proprietary analytics and a companion proprietary microarray. The Company's Proprietary Test is designed to improve patient care and save the healthcare system money by reducing the use of nontargeted, broad-based therapies, and their associated toxicities. The company's products address areas of significant unmet market need within the oncology market, which is the most rapidly growing area of molecular diagnostics testing today. The Company offers the unique combination of a highly experienced management team within an early stage, pre-IPO biotech company, poised to address significant market opportunities of the future.

Position, Location and Scope

The Company has an opportunity to add a Laboratory Manager/ Clinical Laboratory Scientist to their dynamic team. Under direction of the Laboratory pathologist, the Lab Manager will plan, organize, schedule, and direct work in order to effectively maximize the Laboratory's employees, equipment, and materials utilization within budgetary constraints while adhering to quality technical standards. This individual will provide direct on-site supervision of specimen workflow, test performance, quality, compliance, and associated documentation to adhere to departmental and company policies and procedures.



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Specific Responsibilities

Duties may include, but are not necessarily limited to, the following:

- Maintains responsibility for the day-to-day operations of the laboratory. In conjunction with the Pathologist, ensures all departmental policies and procedures meet the standards of current state, federal and CLIA regulations.
- Develops and implements plans for laboratory expansion to accommodate growing volume, for validating new tests, and for offering an expanded test menu in the laboratory as new tests are developed.
- Maintains adequate staffing by interviewing, hiring, training, and assessment of personnel.
- Performs the scheduling, planning, staffing, and monitoring of workflow to meet established goals.
- Supports, implements, and ensures compliance with all departmental and company policies and procedures.
- Provides staff development through performance development and review and corrective counseling as needed.
- Procures appropriate supplies and equipment to maximize departmental efficiencies and to meet established budgetary and quality goals.
- Provides technical oversight of area(s) of responsibility and serves as a technical resource for problem solving and process improvements in order to ensure accurate test performance.
- Devotes time to direct specimen testing/troubleshooting as needed to maintain adequate workflow.
- Uses effective two-way communication in leading/participating in general laboratory meetings.
- Maintains equipment and instruments in good operating condition, recognize any malfunctions and troubleshoots as needed.
- May work with Development on new projects.
- Working in conjunction with the Pathologist, monitors and ensures implementation of goals to meet established quality assurance, quality control, and quality improvement plans.
- Ensures compliance with all Regulatory agency requirements through documentation, audits, and corrective action.
- Participates in the updating of departmental standard operating procedures and database to accurately reflect the current practices.
- Participates in supervisory skills training.
- Performs other tasks as specified.

Position Requirements



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& Experience

- Current State of California Clinical Laboratory Scientist license.
- Minimum of 6-10 years of experience as a Medical Technologist or equivalent in a clinical laboratory environment, including supervisory/management function.
- BS/BA degree in Medical Technology or related field
- Must have proven leadership, interpersonal, communication, computer, and technical skills.
- Molecular diagnostic experience a must.
- Excellent oral and written communication skills required.
- Word processing, statistical/data management skills required.

Personal Characteristics & Cultural Fit

- Ability to work within and promote a fast paced, demanding, performance oriented and “results driven” environment
- Commitment to building a strong team and contributing to the culture of the company.
- Creates a positive and dynamic working environment.
- High degree of integrity and financial acumen.
- Smart, self motivated, high integrity, and proactive.
- Strong strategic and analytical capabilities.
- Demonstrates creative thinking and flexibility.
- Decisive and seeks input and participation. Promotes constructive conflict as part of decision making.
- Team oriented/collaborative player, respectful of all employee levels.
- Ability/ willingness to travel up to 10% of the time.