Join us at IMB as Lab Manager Part-time (m/f/d) (#NKTA02)

IMB (www.imb.de) is a research institute on the campus of Johannes Gutenberg University in Mainz, Germany. It is generously funded by the Boehringer Ingelheim Foundation and the state of Rhineland-Palatinate. IMB focuses on basic research in the life sciences, ranging from epigenetics, DNA repair & genome stability, and the biology of ageing. Within the Kubben lab we are particularly interested in elucidating the molecular mechanisms that drive human premature ageing diseases (https://www.imb.de/research/our-research-groups/kubben/biology-of-ageing-and-ageing-diseases).

We are looking for a Lab Manager (m/f/d) for the Kubben Research Group in part-time (0.5 FTE).

Tasks and responsibilities
• Administer and organize the internal lab consumable store, including quarterly inventory, billing restocking and ordering
• Manage all aspects of orders and deliveries for core facilities such as receiving, processing and distributing incoming deliveries, shipment tracking, damage claims, returns, etc.
• Administer in-house stock of centrally managed research equipment
• Serve as point of contact for core facility staff, researchers, the purchasing team and external suppliers regarding orders, lab store consumables, and equipment
• Perform various lab manager duties as needed and assigned
• Support experiments by developing reagents and/or optimizing assay conditions
• Work on-site 3 to 4 days/week for a total of 19.5 hrs/week.
Requirements

Minimal Requirements
• Training as BTA, CTA or equivalent vocational training or degree
• Experience in molecular biology laboratory techniques (PCR, Western Blot, Immunofluorescent staining) and molecular cloning
• Experience in maintenance of cultured mammalian cells
• Strong interpersonal and communication skills, proficiency in English and German
• Excellent time-management and organizational skills
• Ability to lift up to 25 kg and ability to climb a ladder
• Microsoft Office Suite skills, particularly Excel
• Ability to manage multiple projects simultaneously
• Dynamic, self-motivated and team work spirit

Desired Requirements
• Prior experience working in a diverse, international research environment
• Knowledge of MS SharePoint
• FELESA accredited and experience in working with live mouse models
• Experience in histological analysis of animal tissue samples
• Experience/desire to learn working with cellular aging models
• Experience/desire to learn genetic engineering with CRISPR/Cas9

Why join us
We offer a stimulating, diverse and international research environment, with a pleasant working atmosphere, and informal culture. The institute is modern, well-equipped and centrally located with good public transport links and parking.

Our offer includes
• Competitive salary and favourable pension scheme
• Advanced training opportunities
• Employee events
• Job Ticket
• Flexible working hours

What else you need to know
• Preferred Starting Date: 1st February 2023
• Duration: Initial contract for two years with an option for permanent employment
• Deadline: 15th December 2022
• International applicants: we will assist you through the visa process, and also with your application for a residence/work permit after your arrival in Mainz.

Application procedure (deadline etc.)

Have we sparked your interest:
To apply, please send a single PDF file in English containing your cover letter, CV, certificates and contact information of at least two professional references (or letters of reference) quoting Ref. No. #NKTA02 to hr@imb-mainz.de. IMB is an equal opportunity employer.

Declaration of Consent and Data Protection
By sending us your application, you are consenting to us saving your personal data in order to carry out the selection process. You can find more information on data protection and retention periods at https://www.imb.de/jobs/data-protection.

Contact
hr@imb.de