

# Laboratory/Office Assistant (part-time)

## The company

AI Proteins is a Boston-based biotechnology company focused on the *de novo* design and engineering of miniprotein therapeutics. We combine cutting-edge computational protein design and artificial intelligence with synthetic biology and laboratory robotics to accelerate the creation of life-changing medicines. Our common goal is to markedly improve human health and well-being. Our environment is rigorous and collaborative, bringing together passionate individuals who are making an impact. We inspire creativity by embracing an open culture that fosters initiative, teamwork, and excellence.

## Position Summary

AI Proteins is looking to expand our team by adding a Laboratory/Office Assistant to support operations in our facility. This is a 20 hour a week part-time position (Monday thru Friday 10am to 2pm). The Laboratory/Office Assistant will perform duties that are important in keeping our laboratory and office area clean, orderly and functioning efficiently.

### Responsibilities

- Monitor and maintain laboratory supplies/inventory in laboratory work areas; restock supplies, check all storage areas in the laboratory for any surplus stock and distribute accordingly.
- Cleaning, disinfection of lab equipment and work areas.
- Perform weekly biosafety inspections.
- Receive deliveries and distribute to the appropriate areas/persons.
- General day to day lab and office organization/cleaning (e.g., break down shipping boxes, clean common areas such as the kitchen or coffee areas).
- Maintain office supplies, snacks and coffee inventory.
- Greet, liaise with and direct visitors.

## Professional Experience / Qualifications

- High School degree or equivalent
- Driven, self-motivated, detail oriented personality
- Strong organizational, communication, and interpersonal skills
- Ability to work with minimal supervision in a fast paced team-oriented environment.
- Ability to regularly lift up to 25 pounds and occasionally move or lift up to 80 pounds.
- Will require regularly bending, squatting, stretching and reaching in order to perform in a service function
- Proficient in Google Workspace and Zoom

## What We Offer

- We offer competitive salaries and a great 401k plan with matching on the first 5% of your salary
- Be part of the team that brings a groundbreaking new modality of protein-based
- We provide an unlimited amount of very fancy coffee - stay active but do not die
- Keep your glucose level steady with our snack bar, and choose from our unparalleled collection of salsas and hot sauces 🌶️
- We are located in the heart of Fenway, surrounded by many great restaurants and entertainment opportunities

Send your resume to: [careers@aiproteins.bio](mailto:careers@aiproteins.bio)

**AI Proteins, Inc.** is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status or any classification protected by federal, state or local law.