



Meissa Vaccines

1100 Island Drive Suite 202
Redwood City, CA 94065

Laboratory Manager

Are you ready to work for a small pioneering vaccine biotech? We are seeking a talented, ambitious team member who shares our passions for science and battling the burden of infectious diseases.

About Meissa Vaccines Inc.

Meissa Vaccines is a private Biotech company developing novel live viral vaccines for the prevention of severe respiratory illness caused by Respiratory Syncytial Virus (RSV) and human metapneumovirus (hMPV), which represents the largest unmet respiratory medical need in pediatrics. Our lead live attenuated RSV vaccine (MV-012-968), licensed from Emory University, was generated by synthetic biology using codon deoptimization of virulence genes. MV-012-968 is currently in Phase 1 clinical trials. Additionally, Meissa launched a vaccine development program for SARS-CoV-2 leveraging our platform technology. The cofounders, Dr. Martin Moore and Dr. Roderick Tang, are supported by a team with extensive experience in conducting preclinical research, as well as vaccine clinical development.

Job Description and Candidate Profile

Meissa Vaccines seeks a full-time Laboratory Manager to join our collaborative team in Redwood City at Bayshore Technology Park. This individual, reporting to the Senior Operations Manager, will have a proven track record of meticulous planning, clear communication, and strategic prioritization within a biotechnology, pharmaceutical, or academic laboratory setting. The candidate should have a high level of integrity and an ability to take on different roles as required in a rapidly evolving and opportunistic environment. The candidate should be able to lead independent projects and be a team player that shares the founders' passion for bringing vaccines to patients and improving global public health.

Experience, Skills, and Responsibilities:

- Communicate with lab users and cross-functional decision-makers regarding lab supplies, lab space planning, equipment utilization, and waste stream management.
- Develop systems for maintaining appropriate levels of consumable stock inventory in common supply locations in kitchen, offices, and lab.
- Work with lab users and Purchasing to develop a catalog of regularly stocked lab supplies and strategy for maintenance of that stock.
- Support shipping logistics by ensuring proper measures taken for temperature sensitive contents and shipment labeling.
- Ensure that shipments received are reconciled with purchase orders, accurately entered into Purchasing systems, and delivered to correct personnel or stock locations.

- Develop standard operating procedures to ensure that lab equipment and instrumentation are in good repair and kept current with respect to cleaning, preventive maintenance, calibration, and inspection, coordinating with lab users and external service providers.
- Lead periodic pipette calibration activities, scheduling with lab users and partnering with internal or external resources for execution of calibration.
- Serve as the on-site Safety Committee representative by contributing to risk assessment, mitigation plans, and policy creation and implementation.
- Partner with external EHS vendors to develop waste collection and disposal procedures to meet evolving needs.
- Organize lab operations for dishwashing and autoclaving for the lab materials.
- Manage equipment monitoring system for CO2 tanks, liquid nitrogen tanks, and freezer temperatures.

Qualifications:

Education

- Bachelor's degree, preferably in a scientific field with relevant knowledge base in biology.

Professional Experience

- Minimum of 3 years in a laboratory research environment, including academic or biotechnology industry, with an understanding of experimental workflows and laboratory basics, such as pipetting, preparing buffers/solutions, and using basic equipment including autoclaves and/or tissue culture suites.
- Experience maintaining lab consumables inventory, purchasing, vendor management, and coordinating shipment logistics.
- Familiarity of permits, BSL2 requirements, and hazardous materials regulations.
- Ability to effectively multi-task and parallel-process tasks across multiple workflows.
- Proactive attitude and strong organizational skills, with proven experience working both independently and as part of a team to meet company objectives.
- Strong entrepreneurial mindset with experience working in a small team covering broad responsibilities.
- Aptitude for independently solving problems and strategically troubleshooting issues that may arise.
- Desire to work in a fast-paced, collaborative startup environment.
- Strong interpersonal and communication skills, as well as a commitment to deliver quality work.

For immediate consideration, please email your CV and cover letter to: careers@meissavaccines.com

Meissa Vaccines offers competitive salary and comprehensive benefits, including group medical, dental, and vision, as well as company paid life, AD&D, short/long term disability, holiday pay, sick time, and generous paid vacation.

Qualified candidates must be legally authorized to work in the United States. Meissa is not able to provide sponsorship for employment visa status for this position.

Meissa Vaccines Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all Team members. Meissa Vaccines, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.