



Institute of Biochemistry and Biophysics PAS, Department of Genetic is opening a call for a position of a **Laboratory Support Specialist**

The laboratory headed by Dr. Ulrike Topf is looking for a **Laboratory Support Specialist**. You will join the project entitled "**How does ribosome heterogeneity contribute to cellular stress defense?**" funded by the Polish National Science Centre under Sonata Bis grant UMO-2019/34/E/NZ1/00367.

Our laboratory conducts fundamental research in cell and molecular biology using yeast and *C. elegans* as model organism. For more information about us see www.topf-lab.org/

As a **Laboratory Support Specialist** your responsibilities will be divided between basic laboratory work and organizational and administrative tasks. Your duties will include, but are not limited to:

- Support of scientists with routine work performed in the laboratory.
- Scientific and research tasks agreed on with the lab leader.
- Maintenance and update of lab databases and stock collections with research material.
- Management of orders for the laboratory including equipment, materials, services and communication and negotiation with external suppliers, preparation and archiving of related documents.
- Cooperation with administrative units of the institute including supply department, HR and scientific office.
- Support in procedures such as: organization of business travels, employment of new laboratory staff and enrolment of new PhD and graduate students.

Requirements for the candidate:

- BSc/MSc or PhD degree in life science discipline (biochemistry, molecular biology or related discipline preferred).
- Interest in experimental work in the wet-lab laboratory.
- Proficiency in Microsoft office.
- Excellent organisational skills and attention to detail.
- Is proficient in spoken and written Polish and has good command in English language (the everyday language in the laboratory is English).
- Ability to work in a team and communicate with different units in the institute.
- Motivated, proactive and ability to work independently.
- Experience in project management would be an asset.

We offer:

- Full-time employment contract in the amount of 3 800 PLN/month (Netto).
- Work in a young, active and international team.
- Pleasant working environment in one of the top research institutes in Poland.
- Training in specialised laboratory methods necessary to support the scientific part of the project.

The deadline for applications is **July 31st, 2020**. The job starting date is October 1st, 2020.

How to apply:

- **Apply now** to jobs@topf-lab.org
- In the subject include "**Specialist**" and your first and last name.
- Your application must be submitted in English and should contain:
 - Motivation letter
 - CV including previous employments, tasks involved in and research methodology performed if applicable



Institute of Biochemistry and Biophysics

Polish Academy of Sciences

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- copy of degree`s if applicable
 - Contact details to at least 1 potential referee
- All documents should be merged in a single pdf file.
- **Please include the following statement in your application:** I hereby give my consent for the processing of my personal data by the Institute of Biochemistry and Biophysics PAS with its seat in Warsaw Pawińskiego 5a, 02-106 hereinafter referred to as the Institute for the purpose of the recruitment process and for future recruitment processes conducted by the Institute under Art. 23 ust 1 pkt 1 of the Personal Data Protection Act dated on 29 August 1997, consolidated text: Journal of Laws 2016, item 922 with further amendments and under Art. 6 ust.1 lit. a of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such GDPR (Dz. U. UE. L. z 2016 r. Nr 119)”

Selected candidates will be invited for an interview (possible on-line).

Applications submitted after the deadline will be still considered if the position is not filled.