5820 Oberlin Dr, Suite 202 San Diego, CA 92121

Laboratory Manager

CureScience™ Institute
Location: San Diego, California
Position Type: Full-Time

About CureScience

CureScience™ Institute is a nonprofit translational research organization working to accelerate the advancement of precision medicine and help move promising science closer to patients.

Our work brings together laboratory research, bioinformatics, AI, immunology, precision oncology, and clinical collaborations. Our research spans glioblastoma and other brain cancers, chordoma, brain metastases from lung and breast cancer, leptomeningeal cancers, neurotoxicity, sarcoma, immunotherapy, biomarker discovery, drug repurposing, and other areas of precision medicine.

We are a collaborative and growing organization where scientists, clinicians, bioinformaticians, researchers, and external partners work together across disciplines.

Position Summary

CureScience is seeking a highly organized, detail-oriented **Laboratory Manager** to support our laboratory, clinical, research, and administrative operations in San Diego.

This is a hands-on, cross-functional position that serves as an important point of coordination across our laboratory, scientific, bioinformatics, clinical, and leadership teams.

The Laboratory Manager will help keep day-to-day laboratory operations, client and research projects, documentation, equipment, vendors, data workflows, and organizational activities moving efficiently.

We are looking for someone who takes initiative, enjoys solving problems, can manage multiple priorities at once, and is comfortable working in a fast-paced and evolving scientific environment.

Key Responsibilities

Clinical & Project Operations

- Coordinate client referrals, intake activities, introductory calls, consent documentation, and ongoing communications.
- Maintain accurate clinical, research, and project documentation.
- Coordinate acquisition and transfer of sequencing, genomic, clinical, and laboratory data.
- Work with scientific, laboratory, and bioinformatics teams to coordinate project deliverables and timelines.
- Track projects from initiation through completion and proactively follow up on outstanding items.
- Coordinate internal review processes and assist with final report delivery.
- Support invoicing, payment tracking, and other operational components of client projects.
- Serve as a central point of coordination across clinical, laboratory, bioinformatics, administrative, and leadership teams.

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Laboratory Operations

- Oversee day-to-day laboratory operational needs.
- Manage laboratory procurement, inventory, supplies, materials, and shipping.
- Coordinate equipment purchases, installation, maintenance, calibration, repairs, and service.
- Manage relationships with laboratory vendors and service providers.
- Coordinate biological waste disposal, gas deliveries, research specimens, shipments, and other laboratory services.
- Maintain organized laboratory, equipment, inventory, and operational records.
- Support laboratory safety, compliance, and appropriate recordkeeping.
- Help coordinate weekly laboratory operations and team activities.

Research Operations

- Support investigators and research teams with project coordination, documentation, data, materials, and external collaborations.
- Assist with research protocols, reports, abstracts, manuscripts, grant applications, and other scientific documentation.
- Support coordination of research data and laboratory materials across internal and external teams.
- Assist with implementation of new research procedures and operational workflows.
- Coordinate meetings, seminars, scientific visitors, collaborators, and other research activities.

Process Improvement & Systems

- Develop, implement, and maintain standard operating procedures (SOPs).
- Evaluate existing workflows and identify opportunities to improve efficiency, organization, communication, and accountability.
- Develop and maintain project trackers, dashboards, databases, and operational tools.
- Support internal document and workflow management systems.
- Utilize Microsoft SharePoint, Lists, Planner, Power Automate, and other tools to improve project tracking and workflow automation.
- Assist with implementation of new systems and processes as CureScience grows.
- Train team members on new workflows, procedures, and operational systems as needed.

Quality, Compliance & Administration

- Support laboratory quality-control and quality-assurance activities.
- Help ensure compliance with laboratory safety requirements, organizational policies, research protocols, and applicable regulatory standards.
- Maintain accurate and organized records across laboratory, research, and clinical activities.
- Support laboratory and project budgets, procurement, invoices, and payment tracking.
- Coordinate with external IT and other service providers as needed.
- Provide operational support to scientific and organizational leadership.
- Assist with special projects and other responsibilities as needed.

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Qualifications

- Bachelor's degree in biology, life sciences, laboratory science, clinical research, or a related field.
- Approximately 4+ years of relevant experience in a laboratory, biotechnology, clinical research, healthcare, or scientific environment.
- Experience with laboratory operations, procurement, inventory, equipment, or vendor coordination.
- Strong organizational and project management skills.
- Ability to manage multiple projects and priorities simultaneously.
- Excellent written and verbal communication skills.
- Strong attention to detail and commitment to accurate documentation.
- Ability to work independently while collaborating effectively with multidisciplinary teams.
- Proficiency with Microsoft Office and familiarity with digital project and document management tools.

Preferred Qualifications

- Master's degree in a life science or related field.
- Previous laboratory management experience.
- Experience with clinical operations or research project coordination.
- Experience coordinating sequencing, genomic, or other laboratory data workflows.
- Familiarity with molecular biology, sterile technique, cell culture, and standard laboratory equipment.
- Experience developing SOPs and implementing process improvements.
- Familiarity with GCP, EHS, OSHA, and laboratory safety requirements.
- Experience with Microsoft SharePoint, Lists, Planner, and/or Power Automate.
- Experience working with external research collaborators, sequencing providers, vendors, or laboratory service providers.

Who We Are Looking For

The right candidate will be someone who sees what needs to be done and takes ownership of getting it done. You should be comfortable moving between laboratory operations, project coordination, research support, documentation, vendors, and internal teams throughout the day.

CureScience is a growing organization, so flexibility matters. We value people who communicate well, stay organized, solve problems, and are willing to step outside a narrowly defined role when the team needs help.

Most importantly, we are looking for someone who wants to be part of a collaborative team working to advance translational research and precision medicine.

Equal Opportunity

CureScience Institute is committed to providing equal employment opportunities and fostering a collaborative and inclusive workplace. Employment decisions are based on qualifications, experience, organizational needs, and the requirements of the position.

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