

CHECKERSPOT - Career Opportunity

Title:	Lab Operation & Shipping Logistics Specialist
Type:	Full-Time
Location:	Alameda, CA
Salary Range:	\$65,000-\$70,000
Supervisor:	Sr. Director, Lab Operations and Facilities

COMPANY DESCRIPTION

Founded in 2016, Checkerspot set out with a bold mission: to harness biotechnology to unlock the power of nature's molecular building blocks. From the start, the company has focused on developing high-performance fats and oils that aren't easily or sustainably sourced from nature, using precision fermentation to bring innovative solutions to market.

Whether in food, nutrition, or beyond, Checkerspot has consistently pushed the boundaries of what's possible – proving that science and sustainability can drive real-world impact.

COMPANY CULTURE

Our company culture can best be understood through experience. Come get to know us! We'd like to be known more by *what we do* than *what we say*.

Seeking an individual to support day-to-day lab operations as well as ensures the efficient and timely movement of R&D and Commercial products.

PRINCIPAL RESPONSIBILITIES

Checkerspot is looking for a motivated, organized and detail-oriented Lab Operations & Shipping Logistics Specialist. This role combines both aspects of laboratory operations and Shipping & Receiving logistics to assist in general laboratory tasks and efficient movement of R&D samples and finished goods to collaborators and customers. The successful candidate will be responsible for general lab support and coordinating shipments in compliance with relevant regulations and safety protocols. Since this is a hybrid role, duties are broken down as following; (50% Lab Operations and 50% Shipping and Receiving) Key responsibilities include:

Lab Operational Tasks

- Supporting general lab upkeep and lab organization
- Managing and stocking lab consumables
- Washing and prep of laboratory glass- and plasticware
- Media preparation
- Autoclaving
- Light paperwork duties

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Shipping Logistic Tasks

- Managing general shipping and receiving activities onsite
- Preparing samples for shipment: packaging, labeling and documentation
- Coordinate communications between courier services, internal departments and external partners to ensure timely delivery and trackability
- Schedule the movement of shipments with carriers (via truck, ocean and air) to the assigned origin and/or destination points
- Develop knowledge of the shipping process and government regulations through cross training with other team members

KEY REQUIREMENTS

- Candidates pursuing or in possession of a BA/BS degree preferably in one of the following fields or related studies:
 - Biochemistry/Chemistry
 - Biological Sciences
 - Fermentation Sciences
 - Logistics/Supply Chain Management
- Candidates should be able to work approximately 40 hours a week onsite.
- Comfortable working independently, as well as in a team setting
- Able to lift up to 50lbs
- Able to follow and create detailed protocols.
- Detail oriented and a strong problem solver, with the ability to manage multiple priorities while meeting expected deadlines.
- Excellent verbal and written communication skills
- Highly motivated with an excellent work ethic, can-do attitude and sincere enthusiasm
- Proficient in Microsoft Suite, Google Suite, Inventory System Software (NetSuite, QuickBooks, Coupa).
- Wet lab experience is preferred
- Creative problem solving and critical thinking skills
- Ability to function effectively in a fast paced, mission focused environment, with multiple competing priorities
- 2-3 yrs of on-the-job experience
- Must be legally authorized to work in the United States on a full-time basis (We are unable to sponsor or take over sponsorship of employment visas at this time.)

BENEFITS

Checkerspot offers its employees a competitive benefits and compensation package. Checkerspot is an Affirmative Action and Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion,

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gender, sexual orientation, national origin, genetic information, age, disability, veteran status, or any other legally protected basis.