

Laboratory Operations Coordinator (NL)

ZoBio (www.zobio.com) was founded in 2004 and is located in Leiden, Netherlands. We offer innovative research services in the field of small-molecule drug discovery to the pharmaceutical and biotech industries. Our international team of around 35 people covers five fields of expertise: Protein Sciences, Assay Development and Screening, Structural Biology, Medicinal Chemistry, and Data and Information Sciences. To support our lab operations team, we're looking for a lab operations coordinator, ensuring the lab runs efficiently and is fully equipped to support the scientific work.

The Laboratory Operations Coordinator plays a critical role in ensuring the smooth day-to-day operation of the research laboratory at ZoBio. This role supports scientific and research staff by maintaining clean and organized lab spaces, preparing and restocking materials, managing the lab inventory and lab waste and ensuring compliance with health and safety protocols. This dynamic role combines logistics, compliance and laboratory support, enabling seamless operations behind the scenes. You'll collaborate across multiple teams, so plenty of opportunities to learn new things.

You'll be part of the operations team, mainly reporting to the lab manager and in lesser extend also to the office manager. This position is initially for a period of 12 months, and with the intention of becoming a permanent and integral member of the ZoBio team.

Key Responsibilities

- Prepare laboratory workspaces by stocking consumables, reagents, glassware, and other materials
- Perform regular cleaning, decontamination, and sterilization of equipment and surfaces in compliance with biosafety standards
- Monitor and manage lab inventory and materials, including receiving, labeling, distributing and stocking supplies
- Assist with calibration and maintenance of laboratory equipment and instruments
- Collect and dispose of laboratory waste, including hazardous and biological materials, following proper disposal protocols
- Support laboratory staff with basic tasks such as reagent preparation
- Ensure adherence to lab rules and safety regulations
- Report malfunctions, incidents, or supply shortages to the appropriate team members promptly

Job requirements

- An Associate's or Bachelor's degree (MBO/HBO) in relevant scientific discipline, biochemistry/molecular biology, chemistry
- Previous experience in a laboratory or research support role is preferred
- Familiarity with laboratory safety standards and procedures, including handling hazardous substances is preferred
- Good communication skills in both English and Dutch
- Able to work on-site
- You are detail-oriented and organized
- Available for 20-24 hours per week; preferably split over 4-5 days

Competencies

Communication & Teamwork:

- Good interpersonal skills to work collaboratively with lab/research and office management and administrative staff
- Clear communication when reporting issues or coordinating logistics

Time Management & Organization:

- Ability to prioritize tasks to ensure lab efficiency and readiness
- Works well in fast-paced, deadline-driven environments

Safety & Compliance Awareness:

- Committed to maintaining a safe, compliant laboratory environment
- Knowledge of biosafety and chemical hygiene protocols

Technical Proficiency:

- Familiarity with (analytical, chromatographic) lab equipment, cleaning procedures, and basic maintenance
- Understanding of chemical safety, lab waste management, and personal protection requirements

Attention to Detail:

- Accuracy in labeling, inventory tracking, and documentation
- Strong focus on cleanliness, order, and compliance with lab standards

A tailored remuneration package will be proposed in line with individual qualifications and experience. Please send your CV and motivation letter to hrm@zobio.com with the subject: "Laboratory Operations Coordinator".