

Operations Assistant – Organic Chemistry

Company: SpiroChem AG

Location: Mattenstrasse 22, 4058 Basel, Switzerland

Starting date: to be discussed

Duration: permanent job

Position summary:

In this position, you manage the day-to-day operations that support our R&D team. Your ability to self-motivate, trouble shoot and communicate efficiently will be critical to this role.

Responsibilities:

- Consumables management and distribution.
- Equipment inventory management.
- Manage refill of staining or aq. washing solutions in the labs.
- Manage NMR measurements.
- Waste management.
- Monitor solvents levels.
- Support logistics department by vialing compounds for clients.
- Support purchasing department by registering new reactants/reagents.
- Assist in performing multi-step small molecule organic synthesis experimentation (up to 100g scale).

Qualifications and must have:

- Bachelor (Bsc) in organic chemistry (or equivalent). No MSc.
- Versatility in common IT applications (Microsoft office)
- Knowledge of modern chemical and analytical techniques
- Fluency in English

What SpiroChem offers:

- A stimulating working environment in a fast-growing high-tech SME, with challenging projects and exciting internal R&D.
- The possibility for development and advancement within our dynamic organization.

How to contact us:

Send your CV including references and cover letter to Dr. Florent Beaufilets at jobs@spirochem.com

About SpiroChem:

Founded in 2011, SpiroChem AG is a contract research organization based in Basel, Switzerland. We are specialized in Lead Optimization. SpiroChem has now become the ideal collaboration partner for Biotech outsourcing strategy.