



RESEARCH &
EDUCATION
FOUNDATION

Job Description: Facility/Laboratory Operations Manager: Regenerative Medicine Center

The Andrews Research & Education Foundation is seeking a motivated individual to serve as the Facility/Laboratory Operations Manager for its Regenerative Medicine Center. Andrews Research & Education Foundation (AREF) is the research and education arm of the Andrews Institute. All efforts of AREF are under the leadership of internationally renowned orthopedic surgeon Dr. James Andrews. The goal of AREF's research and educational initiatives are to provide evidence-based best practices for injury prevention, injury treatment, return to play or work rehabilitation programs, and increased performance. AREF's programs provide service to a wide range of clientele including athletes at all levels, the general population, physicians, rehabilitation professionals, health providers and injured warriors.

The Regenerative Medicine Center (RMC) is a facility with two primary functions: provide the appropriate clinical space for regenerative medicine procedures and provide a GMP/GTP compliant tissue processing and storage facility for developing stem cell technologies. The tissue processing and storage facility includes a classified ISO 7 clean room, cryopreservation equipment, and flow cytometry.

SUMMARY OF MAJOR FUNCTIONS:

The Facility/Laboratory Operations Manager: RMC is responsible for facility maintenance. This includes assuring appropriate scheduled/preventative maintenance of all equipment, up to date certifications, current and continued training of personnel, and other regulatory requirements of current research projects. This is a 12-month salary exempt position.

Specific Responsibilities (including but not limited to):

- Implementation of the standard operating procedures for the facility
- Participation in revisions of standard operating procedures
- Maintain scheduled/preventative maintenance of equipment
- Maintain scheduled and as needed maintenance of facility
- Environmental monitoring
- Record retention
- Management and documentation of training curriculum
- Purchasing and inventory management

- Participate in research proposal planning, cost estimation, and negotiation
- Work with clinical faculty in developing strategies for expanding and promoting research within the RMC
- Other duties as assigned to support the essential functions of the position and operational needs of AREF

QUALIFICATIONS FOR POSITION: Summary of required and preferred education, experience, knowledge skills and abilities.

Minimal Qualifications:

- Bachelor's degree with emphasis in a biologic field, life sciences, engineering, statistics, mathematics, chemistry, pharmaceutical science, or sport science
- 3 – 5 years facility operations experience in the pharmaceutical industry, biotech industry, life sciences industry, or other regulated industry
- Any relevant education, certifications, and/or work experience in the following settings may be considered: regenerative medicine lab, tissue processing facility, testing laboratory, pharmacy clean room, or pharmaceutical manufacturing facility
- Experience in writing/following standard operating procedures

Preferred Qualifications:

Work experience in a regenerative medicine lab, tissue processing facility, pharmaceutical manufacturing facility or testing laboratory
Experience in clinical research and familiarity with clinical research practices and principles
Experience in clinical, medical, and laboratory procedures
Experience in clinical trial studies
Knowledge of regulatory policies and procedures related to cGCP, cGMP, and/or cGTP
Experience in flow cytometry

Competencies:

Demonstrate an understanding of regulatory compliance and good documentation practices
Organization and time management skills
Proficient in the use of software applications: databases, spreadsheets, word processing (Microsoft Office Suite)
Maintain organized records
Problem-solving and critical thinking skills
Highly self-motivated and the ability to work independently and as part of a team

Application Process: A completed application consists of the following:

Cover letter describing the candidates work experience and research interests/experience that addresses the duties and qualifications for the position.

Curriculum vita including publications, presentations, grants and the names, titles, addresses, telephone numbers and email of at least three (3) individuals who can speak to the candidate's potential for success in this position.

The position is open until filled. First consideration will be given to completed applications received on or before May 25. Early response is encouraged. Electronic submission to the email given below is preferred. Address all inquiries, and submit application materials to:

Facility/Laboratory Operations Manager: Regenerative Medicine Center
c/o Dr. Steve Fleck, Search Committee Chair
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