

## **Job Description: Office Events Manager Princeton Innovation Center Biolabs**

### **Office Events Manager**

Biolabs is seeking to hire an Office Events Manager for a new site located in Princeton NJ. The Office Events Manager employs a high level of autonomy in their work and is the kind of person who not only think critically about problems, but also takes the initiative to pursue new ideas. Roll your sleeves up with a smile if you are excited about figuring out how to serve our clients best. Any given day may find you helping track down missing mail, reporting on high level company data, fixing the coffee machine, welcoming and orienting new companies, or setting up to celebrate for events.

### **Duties and Responsibilities**

- Primary responsibility for all site events in collaboration with site staff
- Communicate regularly and clearly with other sites and company leadership to ensure best practices
- Provide daily support and problem solving for residents, team, and facility operations
- Maintain organization and general appearance of facility
- Coordinate food/bev orders and maintain back stock
- Coordinate gathering of data and basic analysis for performance measures and company tracking
- Prepare regular facility and resource usage report and assist with annual data summaries
- Troubleshoot, stock, and maintain site copy centers. This includes working with suppliers on preventative maintenance, equipment monitoring, emergency troubleshooting, and repairs.
- Manage all site-specific databases, contact directories, and mailing lists
- Assist in maintaining resources, welcome packets, and key card access to the facility
- Primary responsibility for facility tours to public and VIP guests
- Backup and support reception, shipping and receiving, and other operations functions as needed

### **Qualities**

- Personable and articulate with strong written and verbal communication skills
- Self-starter with excellent work ethic and optimistic attitude
- Exhibit effective leadership skills, including willingness to roll up sleeves to help get things done
- Highly organized and detail oriented with astute attention to quality control and getting things right
- Desire to be part of a team-focused work environment and derive personal satisfaction in helping others
- A sense of humor even when things are chaotic!

**Requirements:**

- Bachelor's degree and 4+ years of experience in professional work environment with increasing management exposure and responsibility
- Prior experience in operations management, project management, and customer service
- Experience working in a fast-paced environment
- Excellent verbal, phone, written and interpersonal skills
- Ability to lift 50 pounds, move furniture and large items
- Knowledge of MS Office (Excel, Outlook, Publisher, PowerPoint), database systems and analytics

**Education**

- BA/BS degree

**Compensation/Benefits:**

- Salary commensurate with experience and qualifications
- 401(k) package, plus the cost of a premium healthcare and dental package, long and short-term disability, life insurance, and unlimited vacation
- Annual reviews with raises for those on track with strong performance

Work is performed during regular work hours, but will require evening and/or weekend hours to support active resident activities and events.

Limited domestic travel will be required.

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BioInnovation Labs, LLC ("Biolabs") established in 2009, is a Cambridge, MA based nationally & internationally active operator of premier shared lab facilities designed exclusively for high-potential early-stage science based companies. Biolabs offers co-working environments that pair premium, fully-equipped and supported laboratory and office spaces with unparalleled access to capital and industry partners.

<https://www.biolabs.io/>

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