



**Senior Laboratory Operations Specialist**  
**Job Code 581NG**

**Description:**

Fate Therapeutics is seeking a talented and highly motivated Laboratory Operations professional to work with our Facilities, Technical Operations, and R&D teams to provide hands on laboratory operations services, inventory management support, and equipment management services. The successful candidate will support the Facilities Department with laboratory operations activities, including general lab stock and inventory management, shipping and receiving, equipment installation and maintenance, lab alarms and security systems, compressed gas management, and communication with R&D and Technical Operations, including Manufacturing end users while complying with SOPs and applying GDP (Good Documentation Practices). This is a full-time position reporting to the Manager, Laboratory Operations and is a 100% on-site position located at our corporate headquarters in San Diego, California. The candidate will need to perform work at other Fate Therapeutics locations within San Diego as needed.

**Primary Responsibilities:**

- Serve as a main point of contact and support a high volume of R&D, Technical Operations, and Manufacturing end user facilities requests, ensuring day to day lab activities run effectively.
- Anticipate and prepare for short-term and long-term lab activities, including planning for new hires, solving for space requirements within teams and cross functionally across all labs, supporting workflows between teams, and equipment procurement and maintenance activities.
- Execute and/or ensure that assigned lab operations requests, calibrations and Work Orders (WO) are completed per schedule.
- Assist with the management of laboratory supplies inventory by determining use levels, anticipating needed supplies, and ensuring adequate inventories are maintained for laboratory media, reagents, and consumables.
- Maintain equipment lists and enroll new equipment into calibration and maintenance schedules.
- Develop, implement and deploy policies, procedures, and protocols for equipment and other lab activities.
- Participate in calibration and maintenance activities including for pipets, biological safety cabinets, incubators, etc. with accurate and timely documentation following Company SOPs.
- Review, investigate, and report on the identification of Out of Tolerance (OOT) conditions. Assist with investigations and corrective actions to preclude the recurrence of similar issues.
- Oversee training for contractors following Company SOPs and complete the tasks in a compliant manner, ensuring that the necessary documentation is completed accurately.
- Read quality control manuals and testing specifications to obtain data to test and or calibrate specific devices.
- Support the maintenance of all Facilities working standards (manufacturing, utilities and labs).
- Interact with other departments and personnel to resolve any lab operations, calibration or equipment issues.
- Provide guidance and recommendations on selection of instruments and operational parameters.
- Maintain a safe work environment; work in a safe manner following all safety SOPs and wear Personal Protective Equipment as required.
- Maintain accurate record keeping of equipment and systems.
- Work independently and make sound judgments regarding work methods and tools.
- Work with third party Vendors while performing services on the equipment to ensure that all are following Company policies.



- Keep inventory of equipment critical spare parts.
- Be an active member of the safety committee and support Company EH&S initiatives.

**Qualifications:**

- 5+ years of laboratory operations and equipment maintenance related experience in the biotech or pharmaceutical industry.
- Bachelor's degree preferred.
- Mechanical knowledge of equipment and tools, including their designs, uses, repair, and maintenance such as biosafety cabinets, incubators, centrifuges, refrigerators, freezers, and other general laboratory equipment preferred.
- Specific calibration and metrology training preferred.
- Requires the use of basic math skills and the ability to use technical calibration equipment.
- Proficient problem-solving abilities along with being detail oriented.
- Excellent cross functional communication skills with the ability to manage and prioritize high volumes of R&D and Manufacturing end user facilities requests.
- Good written and verbal communication and interpersonal skills.
- Self-motivated, flexible, able to prioritize, multitask, and work in a fast paced & dynamic environment,

**Working Conditions and Physical Requirements:**

- 100% on-site work at corporate headquarters in San Diego, CA and other research facilities in San Diego
- Must be able to lift, carry, push and/or pull 50 pounds of equipment or supplies
- Occasional evening and weekend work will be required

The preceding job description indicates the general nature and level of work performed by employees within this classification. Additional and incidental duties related to the primary duties may be required from time to time.

For consideration send cover letter and resume to: [careers@fatetherapeutics.com](mailto:careers@fatetherapeutics.com) and reference job code 581NG.

**About Fate Therapeutics, Inc.**

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for patients with cancer. The Company has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology pipeline includes off-the-shelf, iPSC-derived natural killer (NK) cell and T-cell product candidates, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens using chimeric antigen receptors (CARs). Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit [www.fatetherapeutics.com](http://www.fatetherapeutics.com).