Research Technician / Laboratory Manager
Research Group Siegert

Full Time (40h/w) – 2 years (extension t.b.d.)
Klosterneuburg (Vienna), Austria
€ 32,100* gross/year (basis full-time 40 hours/week)

IST Austria is growing. Grow with us!

IST Austria is a growing international institute for conducting frontier research in mathematics, computer science, and the life and physical sciences. We recruit passionate professionals from all over the world and from all fields who support our goals of excellence in research and science management. Located on a beautiful campus on the outskirts of Vienna, we offer numerous opportunities for personal growth in a stable working environment. Get an insight!

Your responsibilities

The Siegert group focuses on the impact of microglia in the nervous system and uses a spectrum of techniques and data structures ranging from molecular to cellular neuroscience towards machine learning. We are looking for a laboratory manager, who provides administrative and organizational support for running the dry- and wet-laboratory environment efficiently.

• Order management, e.g. end user declarations, follow up on pending deliveries, handling and follow up MTAs, invoice and payment approval, etc.
• General lab organization (lab space, fridge/freezers/-80C/N2, cell culture) and maintenance (lab reagent data base, equipment, calendar, webpage, etc.)
• Implementation and maintenance of environmental health standards, e.g. toxic substance documentation, organizing MSDS, yearly lab inspections, etc.
• Optimizing implemented organization of research data structures based on the FAIR principle, e.g. research data policy, github, data storage, digital lab notebook, and identify new strategies
• Supports PI with administrative tasks related to incl. ethical protocol approval, grants, visitor schedules, travel arrangement/reimbursements, etc.

Your profile

• Training as MTA/CTA/BTA or equivalent education
• Experience with data management and advanced software
• Practical experience in cell culture/molecular techniques is a plus
• Programming skills in R or similar are a plus
• Excellent command of English (working language), German skills of advantage
• Proactive personality and team player with very good communication skills
• Open-minded to identify and implement new data management strategies
• Strong organizational skills, reliability and independent working-style

To submit your application (incl. a motivation letter and contact details of 2 references) please e-mail: recruiting@ist.ac.at

* This position comes with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the law. For more information, please refer to www.ist.ac.at/data-protection.