



Position as **Laboratory Support Specialist**

The laboratory headed by Dr. Ulrike Topf is looking for a **Laboratory Support Specialist**. You will join the project entitled "**How does ribosome heterogeneity contribute to cellular stress defense?**" funded by the Polish National Science Centre under Sonata Bis grant UMO-2019/34/E/NZ1/00367.

Our laboratory conducts fundamental research in cell and molecular biology using yeast and *C. elegans* as model organism. For more information about us see www.topf-lab.org

As a **Laboratory Support Specialist** your responsibilities will be divided between basic laboratory work and organizational and administrative tasks. Your duties will include, but are not limited to:

- Support of scientists with routine work performed in the laboratory.
- Scientific and research tasks agreed on with the lab leader.
- Maintenance and update of lab databases and stock collections with research material.
- Management of orders for the laboratory including equipment, materials, services and communication and negotiation with external suppliers, preparation and archiving of related documents.
- Cooperation with administrative units of the institute including supply department, HR and scientific office.
- Support in procedures such as: organization of business travels, employment of new laboratory stuff and enrolment of new PhD and graduate students.

Requirements for the candidate:

- BSc/MSc or PhD degree in life science discipline (biochemistry, molecular biology or related discipline preferred).
- Interest in experimental work in the wet-lab laboratory.
- Experience in work with yeast *S. cerevisiae* will be an advantage.
- Proficiency in Microsoft office.
- Excellent organisational skills and attention to detail.
- Proficient in spoken and written Polish and good command in English language (the everyday language in the laboratory is English).
- Ability to work in a team and communicate with different units in the institute.
- Motivated, proactive and able to work independently.

We offer:

- Full-time employment contract in the amount of 3800 PLN/month (Net) for 53 months (including 3 months probation)
- Work in a young, active and international team.
- Pleasant working environment in one of the top research institutes in Poland.
- Training in specialised laboratory methods necessary to support the scientific part of the project.

The deadline for applications is **March 26th, 2021**. The job starting date is May 1st, 2021.

How to apply:

- **Apply now** to jobs@topf-lab.org
- In the subject include "**Specialist**" and your first and last name.
- Your application must be submitted in English and should contain:
 - Motivation letter
 - CV including previous employments, tasks involved in and research methodology performed if applicable



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- copy of degree`s if applicable
- Contact details to at least 1 potential referee
- All documents should be merged in a single pdf file.
 - **Please include the following statement in your application:** “In accordance with the personal data protection act from 29th August 1997, I hereby agree to process and to store my personal data by the Institution for recruitment purposes.”

The evaluation process will start immediately upon receipt of the applications. Selected candidates will be invited for an interview. The competition may be extended until the finding of a suitable candidate.