

Next Century Spirits

Job Vacancy

Job Title: Laboratory Coordinator/Office Manager

General Description:

Next Century Spirits (Tethis, Inc) is seeking candidates for a Laboratory Coordinator/Office Manager position in Durham, NC. This position will support primary research activities and office logistics in the field of distilled spirits technology for production applications.

A bit about the company: Tethis is a biopolymers company that is active in a number of cutting-edge scientific fields. These specific positions will be working with the distilled spirits branch of the company, which seeks to develop technologies that enhance and optimize the distillation and creation of alcoholic beverages. This is a rare opportunity to work with an established start-up company on revolutionary process developments, alongside a team of experienced and highly motivated individuals.

The position's primary tasks are as follows:

- To work with scientists and engineers to develop, qualify, and implement lab protocol, and QC test methods for the development of distilled spirits products
- To oversee the logistics needs of the laboratory, including equipment purchasing, commercial orders, and sample shipments.
- To maintain product and sample inventories according to internal and government regulations
- To organize and maintain office and laboratory areas in an orderly and efficient manner
- To conduct and perform experiments associated with standardized testing and production protocols/methods.
- To organize/populate/prepare standardized data into relevant digital formats and to conduct first-order data analysis procedures.
- To assist in planning, prioritization, and participation in experiments and day-to-day tasks guided by project management/senior personnel.
- To demonstrate proficiency in Tethis methods/protocols and to assist in training new/additional personnel as needed.
- To support primary research activities in development and implementation of standardized test methods as well as evolution of current test methods.
- To assist in providing feasibility feedback on proposed experimental designs and to carry out parallel research projects guided by project management/senior personnel.

Suitable candidates must have the following:

- A bachelor's degree (or working towards one) in a STEM field.
- Excellent organization skills and a "self-starter" attitude
- Ability to develop strong working relationships with suppliers and vendors
- Familiarity with laboratory settings and functions
- Chemistry experience with lab safety training and familiarity with common laboratory hazards (ex: solvents, acids, bases, and oxidizers)
- An ability to operate basic laboratory equipment, record and organize data, and port data to a digital format using Microsoft office and/or Google docs.
- Transportation to the Briar Creek/Durham area (primary location) and/or the NC State campus (secondary location).
- Ability to provide employment eligibility documentation to work in the United States as required by federal law throughout the duration of the employment period.

Preference will be given to candidates with the following characteristics:

- ...have previous experience working with distilled spirits and/or polymer chemistry
- ...have previous experience with lab management and logistics
- ...are comfortable, flexible, and can maintain a high level of cognitive reasoning while working in a fast-paced, dynamic start-up environment.
- ...have heavy chemistry experience including food/nutrition science, organic chemistry, and/or physical chemistry.
- ...are working towards an academic and/or industrial research career field and/or a post-graduate degree.
- ...have demonstrated strong communication, time management, and organization skills.
- ...are strongly self-motivated and demonstrate a commitment to self-improvement by being active in extracurricular and/or activities in their local communities.

Education Requirements: BS/BA (or working towards one) in a scientific field. Preference given to especially relevant degrees (Food Science, Bioprocessing, Nutrition Science, Chemistry, etc).

Interested candidates should submit a Resume/CV/Cover Letter to NC SpiritsCareers@Gmail.com