

IBRI Facilities & Operations Manager

We are the Indiana Biosciences Research Institute (IBRI). We are a leading translational research institute that advances academic and industry science through collaboration to improve patient health outcomes. Building your career at the IBRI in Indianapolis' 16 Tech Innovation District, means being part of a team of renowned scientists, creative thinkers, and innovative leaders.

Today's research is being driven by significant advances in our abilities to study complex disease processes and propose new ways to improve patients' lives. To reflect the evolving nature of life sciences research and encourage synergies through collaboration, we're enhancing our integrated capabilities, adding depth to how we approach patient-informed translational science and pursuing four foundational areas of scientific focus. These four areas will provide us the core talent and capability to pursue translational science in this new patient-centric framework:

- **Disease, Systems, Pathways** – We're working to better understand diabetes and identify new ways to combat the disease. We're applying this learning to other diseases that share common systems and pathways.
- **Molecular Innovation** – We're developing new capabilities for molecular design and drug discovery to investigate disease processes and pursue new therapeutic approaches.
- **Integrated Data Sciences** – We're pursuing advanced data sciences to create novel end-user inspired solutions that address complex analysis, simulation, and prediction across the translational sciences.
- **Enabling Technologies** – We're building a rich platform of enabling technologies that give our scientists, partners, and collaborators access to the best tools to solve complex scientific problems.

The IBRI's vision is to build a world-class organization of researchers, innovators and business professionals that catalyze activities across the Indiana (and beyond) life sciences community. To achieve that vision, we look for curious and collaborative team members who are energized by innovation, guided by integrity, and inspired by diversity.

The Opportunity:

We are seeking a Facilities & Operations Manager to support the research operations and space use within the IBRI. As a member of the IBRI administration team, this position will provide professional administrative and operations support to the organization by facilitating, managing, and owning the day-to-day operations of the facilities. The ideal individual will have the ability to apply good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. Reporting to the IBRI's Director of Facilities and Operations, the Facilities & Operations Manager must be able to work independently and under pressure at times to handle a wide variety of matters of significance with

confidentiality, discretion, and effectiveness. This position requires attention to detail, excellent communication, organizational and time management skills.

This role includes the following key responsibilities:

Operations and Facilities Management

- Assist in coordinating inventory, purchasing and lab facilities support.
- Coordinate event needs with on-site security, maintenance staff and the housekeeping team.
- Serve as in-house expert and primary interface for all AV equipment in the IBRI.
- Request and maintain parking for employees and visitors,
- Create and maintain badges for employees and members
- Perform a variety of logistical and administrative tasks in support of IBRI programs and events throughout the year, including day-of program and event management
- Responsible for ordering, distribution and inventory of all general supplies.
- Prepare credit card reconciliation and expense reimbursements in a timely manner.
- Keep the kitchens clean and functioning, includes making sure there is fresh coffee available, emptying and loading the dishwasher, maintaining the refrigerated stock of cold drinks, and cleaning out the refrigerator bi-weekly, etc.
- Responsible for the visitor experience in the office
- Maintain conference room scheduling system.
- Coordinate deliveries.
- Responsible for all incoming/outgoing mail

Conference/Event Space Management

- Responsible for scheduling, contracting, invoicing and managing the IBRI Conference Center.
- Keeping track of the conference center calendar.
- Must be comfortable moving furniture and coordinating professional events/meetings.
- Developing written plans and event sheets for effective communication throughout the process.
- Coordinating event needs with on-site security, maintenance staff and facilities manager.
- Maintaining close relationships with outside vendors involved in the event coordination process.
- Coordinate flexible staffing for organizing furniture to meet event needs.
- Contributing to the development and creation of standard operating procedures and other documents for managing and/or communicating event information.

Other duties as assigned

- Performs other duties as required.

Candidate Profile:

Education and Experience

- Associate degree (or equivalent) in Administration or a related field, preferred
- Minimum 3+ years of office management and/or executive assistant experience required
- Experience with non-profit organizations preferred

Qualifications and Skills

- Superior planning, organizational, time management and record-keeping skills with attention to and memory for details
- Excellent oral and written communication skills
- Ability to use independent judgement and good discretion/ decision making skills
- Must possess cultural awareness, strong relationship management skills and emotional intelligence.
- Extensive experience with MS Office suite, Teams, and Outlook
- Excellent project management skills with demonstrated track record of success in project management, and general operations preferred.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and employees.

Compensation:

The IBRI offers an attractive compensation package that includes a competitive base salary and comprehensive benefits. Relocation assistance will be offered where appropriate.

Equal Employment Opportunity:

The IBRI provides equal employment opportunities to all employees and applicants and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability or any other legally protected status.

Apply:

Please visit us at <https://www.indianabiosciences.org/careers/> to learn more and/or apply for this opportunity. Interested individuals are encouraged to provide their resume or CV and a cover letter when they apply.