

## **Laboratory Manager/Office Support**

Orbis is seeking a dynamic and detail-oriented Lab Manager to support the operation of our newly established site in Copenhagen, DK. The successful candidate is independent, goal-oriented, nimble, flexible, and able to work efficiently in a laboratory environment as well as an office setting. He/she will manage daily lab operations and work closely with Orbis Scientists and Research Associates to ensure an efficient and fully functioning laboratory as well as acting as PA for the CEO. We are searching for an enthusiastic and structured colleague with a laboratory background, who would thrive in a start-up setting.

### **As a key member of the R&D Team at Orbis, you will:**

- Oversee setting up the lab at our new site in Symbion Fuglebakken. This includes interfacing with the Building Manager and outside contractors to complete lab modifications.
- Provide office operational support to colleagues, partners, and ongoing research collaborators by helping with procurement, researching supply issues, and providing supply options.
- Create, manage, and participate in laboratory and office protocols such as safety procedures, lab emergency response, and communicating general lab rules and company policies by training new scientific staff.
- Once we are up and running your job will also include monitoring the day-to-day lab operations, ensuring the laboratory space is kept clean and well organized.
- Assist with tracking in the laboratory workflow and handle shipping and receiving of samples or reagents to collaborators, prepare packing slips, and interface with accounting to confirm ordering and receipt of lab supplies.
- Maintain office and laboratory computer infrastructure including managing asset documentation and databases in close collaborations with the COO and the local IT provider.
- Oversee and actively participate in the financial management of the laboratory, including assisting in budget preparation and financial reporting.

### **Executive Support:**

- Provide high-level administrative support to the CEO, including logistic planning, project management, and other high-impact initiatives.
- Prepare and organize materials for reports with a focus on accuracy and professionalism.
- Manage logistics around travel arrangements, including detailed itineraries.
- Serve as a key point of contact between the CEO and internal/external stakeholders, fostering effective communication, with discretion and confidentiality.

### **The successful candidate has:**

- Bachelor's degree with 5+ years of experience in a relevant field (e.g. biology, chemistry, or other science work).
- Proven experience in laboratory management, particularly in roles that blend administrative and operational responsibilities.
- Strong commitment to supporting a high-performing, mission-driven team with a can-do attitude, optimism, and positivity.
- Excellent organizational skills with the ability to adjust priorities and multi-task effectively.
- Motivation to learn quickly and deliver results in a timeline-driven biotech environment.
- Strong communication skills, including proficiency in English.
- Proficiency in Microsoft Office and other relevant tools; familiarity with lab management software is a plus.

### **Why join Orbis**

Joining Orbis means becoming part of a fast-growing biotech start-up revolutionizing oral macrocycle drug discovery. Backed by leading life sciences investors such as Novo Holdings and Forbion, we are empowered to invest in groundbreaking technologies like our field-leading oral macrocycle design and development platform, "Gen.

Our new R&D site in Copenhagen will include a team of 15, experienced technical professionals and scientists bringing the company to around 30 including our hub in Lausanne (CH). Your work will directly impact our mission to develop first-in-class, life-changing medicines. We offer the excitement of a start-up, opportunities for growth, and the opportunity to be



at the forefront of biotech innovation. Be part of something transformative - your ideas and contributions will shape the future of medicine.

Visit our website for more details- [www.orbismedicines.com](http://www.orbismedicines.com)

**Your application**

Please submit your resume and a short introduction by using this [application link](#). We are screening and interviewing for the position on an ongoing basis.

For further questions about the position, please email Managing Director Simon Feldbæk: [simon.feldbaek@orbismedicines.com](mailto:simon.feldbaek@orbismedicines.com) or call HR Partner Karin Zimmermann +45 40826146.

Orbis Medicines is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.