

FORM FOR EMPLOYERS

INSTITUTION Łukasiewicz Research Network – PORT Polish Center for Technology Development

CITY Wrocław

POSITION Specialist – Process Engineer

DISCIPLINE Medical sciences / Biological Sciences

POSTED 24.06.2025

EXPIRES 07.07.2025

WEBSITE <https://port.lukasiewicz.gov.pl/>

KEY WORDS PCR, plasmid/DNA/RNA isolation, cell culture

Łukasiewicz Research Network – PORT Polish Center for Technology Development is a Research Institute within the Łukasiewicz Research Network. It focuses on development of new technologies, resulting from basic and applied research, which, in turn, serves as a basis for innovative solutions for the industry. With high-class specialists and state-of-the-art infrastructure, we provide capacity for the most advanced research. Our Institute consists of three research centers – Life Sciences & Biotechnology Center, Materials Science & Engineering Center and Center for Population Diagnostics, with access to specialized core laboratories – a combination, which allows to carry out both, scientific research and pilot studies for the industry in a comprehensive manner.

We invite candidates to apply for the position of

Laboratory manager (Specialist – Process Engineer)

The Quantitative Virology Research Group in Łukasiewicz–PORT invites applications for a Laboratory manager (Specialist – Process Engineer). We are recruiting applicants with broad research interests in (molecular) virology and molecular biology. The candidate will join a young, dynamic and growing research group, participating in the project funded by the Polish National Science Center (NCN) SONATA BIS.

The successful applicant will work in a young laboratory and join a collaborative, vibrant, and growing community of researchers in an environment that values creativity and scientific communications in Łukasiewicz–PORT. The candidate in this position will be in charge of administrative and logistics tasks in the laboratory and perform basic experiments, including, but not limited to: (1) laboratory purchase, i.e. research materials, reagents, research equipment, and computers, as well as contacting commercial companies (2) administrative documentation circulating in the institution (3) the arrangement of transport/installation of equipment and shipment of research materials, (4) assistance to foreign students and scientists in solving their administrative issues, (5) collecting and archiving all documents related to the laboratory activities (6) assistance with laboratory project management and laboratory organization (7) perform basic experiment and (8) being capable of coordinating with various administrative, logistics and infrastructure departments in the Łukasiewicz-PORT.

Overall, the candidate will have a great opportunity to participate in research on training, learning new techniques used in “omics” research and virology and gain knowledge and skills for his/her career development.

Responsibilities:

- Procurement, including all relevant administrative documentation.
- Responsibility for administrative documentation related to laboratory activities.
- Archival of documentation related to laboratory activities.
- Arranging of transport/installation of equipment and shipment of research materials (logistics service).
- Assisting foreign students and scientists in solving their administrative issues.
- Coordinating with various administrative, and logistics departments in Łukasiewicz-PORT.
- Assisting laboratory project management (together with Łukasiewicz-PORT project office) and laboratory organization, and experiments (PCR, cell culture).

Qualifications:

- Polish native speaker or decent knowledge of Polish language in writing and communication.
- Good communication skills in English (written and spoken).
- Patience, carefulness and attention to detail with good communication skills.
- Task-oriented and teamwork attitude.

Preferences

- Working experience in molecular biology manipulations (PCR, plasmid/DNA/RNA isolation) and cell culture.

We offer:

- Full-time employment on the position of **Specialist – Process Engineer**;
- Work in a scientific and research organization focused on the implementation of innovative prestigious research and development projects;
- Co-financing for private medical care;
- Co-financing for a sports card;
- Possibility to join group life insurance;
- Co-financing under the Social Benefits Fund (for holidays and Christmas);
- Work on the territory of a green science campus;
- Free parking space.

If you are interested, please apply via the link below:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=35d4609da780438a90cca8edb805b298>

Application deadline: 07.07.2025

We kindly inform you that the controller of your personal data is Network Institute operating under the name of Łukasiewicz Research Network – PORT Polish Center for Technology Development, Stabłowicka 147, 54-066 Wrocław, Poland. The data contained in job application will be processed for the purposes of the current recruitment process, and – if the consent is given – for the purposes of future recruitment. We kindly inform you about your right to access your data and correct it, as well as your right to withdraw your consent to data processing at any time without the impact on the compliance with the law of the processing

performed on the grounds of consent given before withdrawal thereof. Providing personal information is voluntary.

More information on the protection of personal data: <https://port.lukasiewicz.gov.pl/en/data-protection/>

Information about candidates applying for the above role is public information in the scope covered by the requirements specified in the recruitment announcement. Information on the result of the recruitment process, including the job position for which the recruitment was carried out, the name or names and surname of the selected candidate and his place of residence within the meaning of the provisions of the Act of 23 April 1964 – Civil Code as well as the justification of the candidate's selection or not employing any the candidate will be made public in accordance with the Act of February 21, 2019 on the Łukasiewicz Research Network.

We kindly inform you that we will contact only selected candidates.