



Champalimaud Foundation

Position: Pathology Laboratory Operations Manager

Full time position open for a Laboratory Operations Manager who will be integrated in the Pathology department of The Champalimaud Center for the Unknown in Lisbon, Portugal.

The Lab Operations Manager is responsible for the Anatomic, Surgical, Molecular and Experimental Pathology laboratory operations across the clinical and research branches of the Champalimaud Foundation. Directs and coordinates through subordinate supervisory personnel, all technical activities and functions within one of the major laboratory areas. The Lab Operations Manager is accountable and responsible for all administrative and technical functions in assigned area including report preparation, assisting in the budget process and representing assigned area at departmental meetings. In each specialized area, maintains in-depth knowledge of techniques, principles and instrumentation.

Candidates should be experienced working in a pathology laboratory ideally under both a clinical and a research setting, be knowledgeable of technical procedures and have experience with administrative functions and personnel management.

Candidates will be working in the context of the Champalimaud Foundation, as part of an international team in a new clinical and research organization at the Lisbon waterfront.

Duties and responsibilities:

- Provides technical, administrative, financial and leadership support of merged Anatomic Pathology labs across the Champalimaud Center for the Unknown;
- Manages and controls departmental expenses while ensuring quality services in conjunction with the laboratory technical supervisors and support staff. Develops, prepares and implements departmental budgets;
- Responsible for planning operational and employee needs for growth in business;



- Manages laboratory on a wide range of technical and critical strategic issues. Provides solutions aimed at enhancing brand integrity and quality;
- Directs regulatory and legal requirements to ensure compliance with all regulations;
- Maintains established technical and operational standards to ensure compliance with hospital standards and licensing and accrediting agencies. May interact with the various regulatory agencies as required. Evaluates, develops and implements new technical procedures for assigned laboratory to ensure accurate and efficient delivery of services;
- May be responsible for managing computer systems, workload capture, billing capture, and software validation;
- Responsible for all departmental statistics, and coordinates collection and preparation as required;
- Advises on purchasing of equipment and supplies, and negotiates prices with vendors. Also provide justification for Purchase Orders for supplies;
- Develops and implements policies and procedures as necessary to maintain high level of functioning in the laboratory area;
- Supervises staff together with technical coordinator and may assume responsibility for the absence of appropriate supervisory staff. Responsible for scheduling laboratory and administrative personnel across the anatomic, surgical, molecular and experimental laboratories and functions;
- Provides effective recommendations on hiring, advancement, and termination of personnel. Reviews employee evaluations, disciplinary actions and terminations. Prepares and completes competence and performance appraisals of all staff. Maintains employee files;
- May be required to ensure effective, efficient and safe personnel coverage for 24-hour basis, by preparing an advance time schedule for all technical and clerical personnel;
- Develops and present programs for continuing education;
- Performs various duties as needed.

Candidates eligibility:

- A degree in a medical sciences field, preferably a Master's degree;
- 5 years minimum (higher preferred) experience including supervisory experience;
- Excellent and effective interpersonal, communication and organizational skills;
- Very good English skills;
- Preference will be given to candidates with Portuguese speaking and writing skills;



Application documents:

Motivation letter, curriculum vitae and contacts and/or references from previous supervisors should be sent by e-mail with the subject “Pathology Laboratory Operations Manager” to tania.vinagre@fundacaochampalimaud.pt

Shortlisted candidates will be invited for an interview.

Form of advertising/notification of results:

All candidates will be notified about the final decision by e-mail.