

BIODESIX, INC.

POSITION DESCRIPTION - Director of Laboratory Operations

LOCATION: Aurora, CO

REPORTING RELATIONSHIP

REPORTS TO: VP Business Development and Strategic Marketing

SUPERVISES: Lab Staff

POSITION SUMMARY:

The Director of Lab Operations will oversee the Biodesix CLIA-approved lab for the execution of Mass Spectrometry based laboratory developed tests which are intended to be marketed commercially. Other non-MS based tests may also ultimately be run in the CLIA lab. The job includes overseeing VeriStrat commercial processing and pharmaceutical clinical trial sample analysis. This position will oversee laboratory activities including; scientific/technical, commercial/logistics, operations, documentation, quality, project management and budgetary/forecasting. Client facing roles will include planning, updating and reporting data to clinical customers and pharmaceutical clinical trial customers. The position will also work closely with the Medical Director and the Quality and Regulatory function of the Company to ensure on-going compliance with all federal, state, and local regulations which govern the operation of the laboratory.

ESSENTIAL FUNCTIONS:

- ¶ Supervise and train lab staff
- ¶ Ensure laboratory performs in compliance with, where applicable, CLIA and GLP/GCP/GMP, ISO13485, FDA and CE-mark standards
- ¶ Oversee and help refine lab and quality system documentation by working closely with Medical Director and Director of Regulatory affairs
- ¶ Work closely with commercial/logistics to ensure all samples are processed with high quality and on a timely and cost-effective basis
- ¶ Develop and refine the laboratory management tools and metrics to deliver sample analysis in a timely and cost effective manner
- ¶ Support the validation and verification of new tests that are transferred to and commercialized within the laboratory
- ¶ Support customer interactions
- ¶ Review validation and clinical reports
- ¶ Have an understanding of the technical operation of Mass Spectrometers
- ¶ Good trouble shooting skills

7/6/2009

MINIMUM QUALIFICATIONS:

Formal Training/Education:

PhD in Chemistry, Biochemistry or related field. Must have 5 years+ of post graduate experience with significant Mass Spectrometry experience or 10 years+ relevant lab operations industry experience with a familiarity of running Mass Spectrometers.

Knowledge, Skills and Abilities:

Strong verbal and written communication skills including ability to write reports, business correspondence, and review procedure manuals. Ability to prepare/present information to groups and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Uses professional concepts to contribute to the development of company concepts and principles and to achieve objectives in creative and effective ways. Action orientation and demonstrated initiative in past performance.