

## **Compound Management and Laboratory Operations Assistant**

### **Montreal (Job ID: OPS-CMLA-MTL-2026-06)**

SpiroChem AG is a pioneering research partner providing innovative solutions across the drug discovery and process R&D chemistry value chain. Founded in 2011 and headquartered in Basel, Switzerland, SpiroChem has robust presence in proximity to key life science hubs with its subsidiary based in Montreal, Canada. With world-class dedicated experts working, SpiroChem & Cyclenium offer the 'best chance of being successful' significantly derisking research programs.

#### **Role Overview**

We are seeking for a highly organized and detail-oriented person to support our R&D activities. This role combines compound handling, inventory management, logistics coordination and laboratory support.

#### **Key responsibilities**

- Manage proper storage of and maintain appropriate records for library compounds
- Coordinate packaging, dispatching, tracking and documentation of compounds
- Coordinate all R&D purchases and receipt of materials and chemicals for the laboratories
- Ensure accurate and compliant documentation for clients and shipments
- Prepare and pack chemicals for shipping in accordance with safety regulations
- Perform routine maintenance checks on storage and automation equipment to ensure operational efficiency
- Assist in updating and maintaining an accurate inventory of all chemical compounds
- Record incoming and outgoing compounds, ensuring data accuracy in the compound management software
- Ensure compounds are dispensed in appropriate quantities and formats, following safety and handling procedures
- Assist with compound preparation activities
- Monitor and maintain inventory levels for both laboratory and office supplies for daily operations
- Implement effective inventory control practices to reduce waste and manage procurement lead times
- Maintain and organize shared procurement files and tracking systems
- Order and distribute laboratory and office consumables
- Assist with postal correspondence and deliveries as needed
- Provide general support for the operations & scientific teams

#### **Experience and skills required:**

- B. Sc. in chemistry, Biochemistry or related field
- Experience in a laboratory or compound management environment
- Fluency in French and English



**Key Competencies:**

- Flexibility and ability to work successfully in a fast-paced, multidisciplinary, dynamic environment
- Ability to work independently and as part of a collaborative team
- Demonstrate ability to work under pressure and tight deadlines to deliver in-stock compounds
- Strong interpersonal skills for working with suppliers, contractors, and cross-functional teams

**Application Process**

Applications must be submitted by May 17, 2026 to the email [mailto: jobs@spirochem.com](mailto:jobs@spirochem.com), with CV and cover letter with Job ID OPS-CMLA-MTL-2026-06 in the subject.