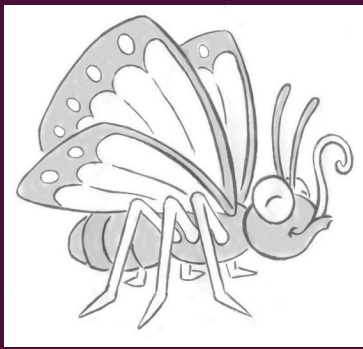




LABORATORY MANAGER

Butterfly Wings N' Wishes Ltd.

Role	Laboratory Animal Care and Operations Manager	Team	Bio Safety Level 1 Insect Laboratory.
Reports to	BWNW Director- Corrianne Brons	Responsible for	Lab Management, Lab health and safety, husbandry/ population management, product production, lab inventory management, leadership, staff training, documentation and lab research and development.

Location	On-site: 100- 10703 181 St NW, Edmonton AB T5S 1N3
Type & Term	Contracted 1 year to permanent
Hours	Full time: operational hours are Monday-Friday 8 AM-4PM, management must be available to work a standard 40-hour work week, with occasional evening, weekend, and/or holiday coverage as required to support laboratory operations and emergencies.
Start Date	Flexible, ideally with on-site training in August
Salary	\$55 000-\$65 000, based on experience
Benefits	Health benefits provided by Alberta Blue Cross Up to 3 weeks paid holidays and leave Flexible sick, family, and personal leave

Application must include cover letter, resume, and professional references.

Address to: Corrianne Brons - bugs@butterflyab.com

Applications close August 4, 2026

JOB SUMMARY

The Laboratory Manager is responsible for overseeing all laboratory operations and supervising allocated laboratory staff while ensuring the highest standards of animal care, production, safety, and operational efficiency. This role requires the ability to wear many different "hats," balancing leadership, animal husbandry, production planning, administration, and problem-solving in a dynamic environment.

Success in this position requires excellent time management, organization, leadership, communication, and documentation skills. The Laboratory Manager must be able to quickly assess changing priorities, delegate work appropriately, and make informed decisions while maintaining the health and welfare of laboratory animals and supporting the company's operational goals.

This position requires close collaboration with multiple departments, including Administration, Shipping, Sales, and Management, to ensure production timelines, customer commitments, and business objectives are met while maintaining the integrity and quality of all outgoing products and livestock.

The role operates within two distinct seasonal workflows that require different priorities and responsibilities:

Busy Season (March–August)

During the busy season, the Laboratory Manager's primary focus is overseeing daily laboratory operations, supervising staff, maintaining production schedules, and ensuring exceptional animal care while responding to rapidly changing priorities. This period requires strong leadership, quick decision-making, effective delegation, and the ability to solve problems in real time. Maintaining laboratory sanitation, production efficiency, staff coordination, and customer timelines is essential to supporting the company's busiest period.

Planning & Development Season (September–February)

During the slower season, the Laboratory Manager shifts focus toward strategic planning and continuous improvement. Responsibilities include preparing the laboratory for the upcoming busy season, refining workflows, creating and updating documentation and Standard Operating Procedures (SOPs), improving training resources, conducting inventory planning, maintaining healthy breeding populations, and leading research and development projects to improve animal husbandry practices and support conservation initiatives.

This role is well suited to an individual with a background in animal care, biological sciences, laboratory operations, zoology, entomology, veterinary technology, or a related field, combined with demonstrated leadership experience. The successful candidate is a fast learner who can adapt to changing priorities, think critically under pressure, and confidently make decisions in a fast-paced environment.

Above all, the Laboratory Manager must be passionate about animal welfare and committed to maintaining the highest standards of husbandry, laboratory safety, and operational excellence. They should foster a respectful, collaborative, and innovative workplace where continuous learning, professional growth, accountability, and teamwork are encouraged.

JOB RESPONSIBILITIES

Key area	Tasks
Laboratory Management	Oversee the daily operation of the butterfly laboratory.
	Prioritize daily, weekly, and seasonal workloads.
	Ensure laboratory cleanliness, organization, safety, and efficiency.
	Monitor laboratory performance and identify areas for improvement.
	Troubleshoot operational issues and implement solutions.
	Coordinate laboratory activities with shipping, sales, and management.
	Maintain records required for regulatory compliance.
	Ensure adherence to animal care standards.
	Support compliance with applicable provincial and federal regulations.
	Coordinate staff during peak seasons.
Staff Leadership & Training	Plan and delegate workload around sales and shipping timelines.
	Coordinate laboratory goals and facility improvements.
	Manage project timelines.
	Develop and maintain Standard Operating Procedures (SOPs).
	Create laboratory manuals and reference documents.
	Document incidents and corrective actions.
	Develop transition documents for future staff.
	Create role descriptions and workflow guides.
	Supervise laboratory technicians and seasonal staff.
	Develop weekly work schedules.
	Train new employees.
	Evaluate staff performance.
	Provide mentorship and support.
	Ensure workplace safety practices are followed.

	Maintain compliance with laboratory safety standards; further, upholding WHMIS standards for laboratory occupational health and safety. Ensure proper chemical labeling, handling, and PPE use. Develop emergency procedures. Investigate workplace incidents. Promote a safe working environment.
Research and Development	Assist in planning and documenting research projects. Collect and analyze production data. Develop and improve rearing methodologies. Support SR&ED documentation and project planning. Professional collaboration and communication with conversation and/ or biological organizations. Recommend equipment and process improvements. Support long-term planning for laboratory growth and animal conservation.
Animal Husbandry & Population Management	Maintain healthy populations of all butterfly life stages (eggs, larvae, pupae, adults). Manage breeding colonies and preserve genetic diversity across lineages. Monitor animal health, mortality rates, and developmental success. Forecast production based on customer demand. Ensure proper environmental conditions (temperature, humidity, lighting, sanitation). Respond to disease outbreaks, contamination, or unexpected losses. Maintain breeding records and production statistics

QUALIFICATIONS

Educational and Experience

- Diploma or degree in Biology, Animal Sciences, Conservation, Zoology, Entomology, Biotechnology, or a related scientific discipline.
- Minimum of 2–3 years of experience in animal care, laboratory operations, or a related field.
- Previous supervisory or leadership experience managing a small team (approximately 2–10 employees).
- Strong understanding of laboratory etiquette, biosecurity practices, workplace health and safety standards, and regulatory compliance.
- Experience with scientific documentation, data collection, record keeping, and technical writing.
- Experience developing Standard Operating Procedures (SOPs), training materials, or laboratory documentation is considered an asset.
- Demonstrated ability to prioritize multiple tasks, adapt to changing operational demands, and lead effectively in a fast-paced environment.
- Experience with insect husbandry, invertebrate care, or conservation-based programs is considered an asset.

Skills & Competencies:

- Excellent communication and interpersonal skills, with the ability to lead, motivate, and collaborate effectively with team members and cross-functional departments.
- Strong leadership, organizational, and time management skills, with the ability to prioritize multiple tasks in a dynamic work environment.
- Demonstrated ability to adapt to changing priorities and make sound decisions under pressure.
- Strong problem-solving and critical-thinking skills with a proactive approach to identifying and resolving operational challenges.
- Ability to work effectively in a fast-paced, team-oriented environment while maintaining productivity and attention to detail.
- Excellent planning and organizational skills, with the ability to coordinate daily, weekly, and seasonal workloads..
- Commitment to maintaining high standards of laboratory safety, animal welfare, and operational excellence.
- Self-motivated with the ability to work independently while fostering a positive, respectful, and collaborative workplace culture.
- Proficient with Microsoft Office Suite, Google Workspace, and other digital tools used for scheduling, documentation, inventory management, and communication.

ADDITIONAL REQUIREMENTS

- Must be able to stand and move throughout the laboratory for extended periods.
- Must be able to safely lift, carry, and move materials weighing up to 40 lbs.
- Must be comfortable working in an environment with exposure to insects, animal waste, allergens (including butterfly scales), cleaning chemicals, and other biological materials.
- Must be able to wear required personal protective equipment (PPE) for extended periods while performing laboratory duties.
- Must possess a positive attitude, strong work ethic, adaptability, and a willingness to learn and continuously improve.
- Must maintain a high standard of professionalism, reliability, and accountability.
- Valid Standard First Aid and CPR certification is required.
- Cannot be allergic to shellfish or mollusks

If you're looking to make a difference, and if you want to contribute to a team that values curiosity, compassion, lifelong learning, and environmental stewardship - we'd love to hear from you. Your work helps create meaningful experiences that inspire people to better understand and protect the natural world.

