

Title: Proposal Writer
Department: Translational & Scientific Affairs
Location: Marlborough, MA

About Akoya Biosciences:

As 'The Spatial Biology Company®', Akoya Biosciences' mission is to bring context to the world of biology and human health through the power of spatial phenotyping. The company offers comprehensive single-cell imaging solutions that allow researchers to phenotype cells with spatial context and visualize how they organize and interact to influence disease progression and treatment response. Akoya offers two distinct solutions, the CODEX® and Phenoptics™ platforms, to serve the diverse needs of researchers across discovery, translational and clinical research.

Summary:

Akoya Biosciences is seeking an experienced and motivated Technical Proposal Writer to join our Contract Research Services (CRS) team in Marlborough, MA. The successful candidate will be a member of a dynamic team that provides writing expertise to support both internal and external writing needs. Akoya Biosciences provides tissue analysis based on our ultra-high multiplexing approach utilizing Akoya's OPAL™ technology to provide unparalleled cellular/tissue imaging capabilities. The Contract Research Services team focuses on assay development, optimization, and standardization, on sectioning, staining, and imaging of slides, image analysis and high through put analysis of clients' samples.

The successful candidate will need to have experience in generating and editing Statements Of Work ("SOWs") and Standard Operating Procedures ("SOPs"), as well assisting with Quality Control documents and Data Analysis report readouts. Knowledge of the processing and analysis of FFPE tissue, conventional immunohistochemistry (IHC), antibody validation methods, immunofluorescence (IF) and quantitative pathology approaches are a plus but not required.

Duties & Responsibilities:

- Create, write, and edit high quality text following departmental guidelines while adhering to project guidelines, documentation standards, and templates.
- Work in conjunction with the CRS Business Manager to generate and promptly deliver SOWs and other relevant documentation to clients.
- Able to operate independently and handle multiple projects in a cross-functional team environment.
- Effectively communicate with interdepartmental teams and external customers.
- Collect input for updates of documentation and update accordingly, in close cooperation with the necessary individuals and project leaders.
- Able to work with multiple documentation creation and management platforms (i.e., in Adobe Creative Suite and Microsoft Office).

Experience and Qualifications:

- Bachelor's Degree with 3-5 years of technical proposal writing, preferably with experience in a Life Sciences related area
- Highly organized with strong written and verbal communication skills



- Self-motivated and able to work independently while managing multiple writing projects
- Proven ability to provide deliverables within the projected timelines

Akoya Biosciences, Inc. proudly affords equal employment opportunity to all qualified persons regardless of race, color, religious creed, national origin, age, military status, sexual orientation, disability, genetic information, gender identity, gender expression or gender unless based upon a bona fide occupational qualification.

Apply at: careers@akoyabio.com