Xinfab is looking for a new Space Manager!

The job is an important one –

All daily operations of Xinfab depend on the Space Manager. If you're passionate about fablabs and making, keep reading :)

Space Manager Responsibilities:

-open and close Xinfab (open daily 1pm - 9pm except Mondays and Fridays)

-maintain the space and machines

-teach or assist in teaching workshops

-assist members with using machines

-basic administrative tasks (ex: manage WeChat and Alipay accounts, keep track of Xinfab finances, order material from Taobao)

-test for XinFab facilities（machines, power, etc.）

-communicate with Xinfab's accountant

-look for new business opportunities/partnerships

-maintain current business relationships (account management)

We're looking for candidates with the following qualities:

-organized

-self-motivated

-can work independently, but also be a team player

-has basic technical knowledge

-can speak Chinese and basic English

-knowledgeable/interested in 3D printing, lasercutting, CNC, & soldering

XINFAB Introduction

Xinfab is a MIT affiliated fablab where people can use digital manufacturing tools such as 3D printers, CNCs, laser cutters, and more.   
We are a community of makers as well as a service provider – send us your design and we can print and/or cut it for a fee.   
[www.xinfab.com](http://www.xinfab.com)

新Fab正在寻找一个新的空间管理员！这个岗位很重要，新Fab的日常运营都依赖空间管理员来维护。如果你对于fablab和创造发明有热情，那你不妨试试这个岗位：

空间管理员的职责：

-新Fab的开关门（每天下午1点至晚上9点，周一和周五除外）

-维护空间和设备

-工作坊教学或协助教学

-帮助会员使用设备

-网络平台的基本运营维护职责（比如：维护微信和支付宝的账户，了解新Fab的财务状况，从淘宝购买材料等）

-测试新Fab基础设置（设备的供电等）

-与新Fab的财务对接

-寻找新的商业合作伙伴或者商业合作机会

-维护现有的商业合作关系（客户管理）

我们正在寻找符合以下条件的候选人：

-条理清晰

-自我激励

-可以独立工作，也有团队协作精神

-有基础的技术背景

-可以说中文和基础的英文

-对于3D打印，激光切割，数控机床，焊接等有基础知识或者感兴趣

XinFab 介绍  
是一家得到MIT 认可的fablab, （开放制造实验室）, 在这里人们可以使用3D打印机、数控机床、激光切割等设备进行数控加工。我们也是创客, 同时也为创客们提供服务 — 提供3D打印等来图数控加工服务。  
[www.xinfab.com](http://www.xinfab.com)