



<http://biolinkdepot.org>
info@biolinkdepot.org

Bio-Link Depot, Inc.

9235 San Leandro Street
Oakland, CA 94603
510-686-3411

JOB ANNOUNCEMENT

Bio-Link Depot, Inc. (Depot) provides a central connection point for organizations to donate scientific equipment and supplies to local schools, colleges, universities and other educational institutions. The Depot accepts biotech supplies and equipment donations and gives them away at no cost to science educators at Open Houses events.

Job title	<i>Depot Coordinator (DC)</i>
Reports to	<i>Executive Director</i>
Hourly Rate	<i>\$19.16 per hour</i>
Hours	<i>30 Hours Per Week</i>
Posting Date	<i>5/1/2018 (Open until filled)</i>
Apply to:	jobs@biolinkdepot.org With Resume and Cover Letter

Job purpose

The Depot Coordinator (DC) assists the Executive Director (ED) with all the operational aspects of the Depot. The DC creates, maintains and supports all the data and documentation for the Depot. Candidates should possess strong attention to detail with excellent organizational skills and the ability to work independently.

Duties and responsibilities

The following are the primary job duties and responsibilities of the LS position:

- **Donation Assessment and Pick-up:**
 - Visits donor companies and institutions determine delivery or shipping requirements.
 - Moves, loads, packs and picks up donations in approximately a 30 mile radius from local businesses and institutions using a car or truck
 - Arranges shipping companies to pick up items from donor sites and deliver it to warehouse. Responds to Inquires.
 - Quickly answer and route calls from emails to appropriate person in a friendly and professional manner.
 - Answer Google Donation Form inquires and questions on website.
- **Processes Operations Documentation and Data:**
 - Fill out donor receipt form using online and pdf.
 - Search values of equipment online and return form to donor.
 - Enter information into database and/or spreadsheet.



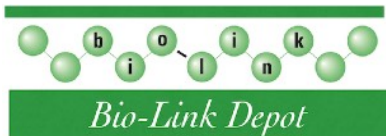
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- Ensure all forms filled out at Open House events are filled out completely and accurately.
- Enter information into database and/or spreadsheet.
- Manage and maintain demographic data: Enter all forms into MS Excel and MS Access or equivalent software
- Manage and maintain fiscal information: Quickbooks, eBay for Charity & inventory program
- Manage and maintain CRM: MailChimp. Salesforce, contact lists, vendors.
- Manage and maintain event management software, waiting lists and tickets.
- Ensures accuracy of all data.
- Summarizes information on a monthly basis from databases
- Creates reports for Executive Director.
- Prepare and complete online sale orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- **Supports On-Line Systems:**
 - Updates and maintains website
 - Monitors and posts on social media including Facebook, Twitter, Instagram, MailChimp newsletter, etc.
 - Organize dates for donation pick-ups/deliveries using shared calendar.
 - Set dates for volunteer and Open House events.
- **Manages Office:**
 - Receives and sorts mail.
 - Send mail and packages
 - Operates and coordinate repairs of office equipment
 - Make copies, print forms, order supplies
 - Greets visitors
 - Compose correspondence,
 - Maintains inventory
 - Prepare and monitor invoices
 - Maintains hard-copy and online filing systems
 - Cleans and organize office area.
- **Manages Warehouse and Inventory:**
 - Receive and process warehouse stock products (pick, unload, label, store)
 - Operates forklift, pallet jack and other equipment in a safe manner
 - Moves heavy scientific equipment and appliances
 - Places items into warehouse and places items on pallets and shelves.
 - Collects model numbers for equipment and enters data into inventory management system
 - Perform inventory controls and keep quality standards high for audits
 - Receives and sort all supplies and equipment
 - Places items on shelves and pallet racks.
- **Communication:**
 - Communicate effectively and cooperate with supervisor, coworkers, teachers, donors and the general community
 - Alert ED immediately regarding donor pick-up changes, safety concerns or other critical issues.
- **Rules, Regulations and Safety:**
 - Follow quality service standards and comply with procedures, rules and regulations
 - Keep a clean and safe working environment and optimize space utilization
 - Maintain warehouse vehicles and equipment



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Qualifications

Qualifications include:

- AA or higher degree
- Proven administration or assistant experience
- Proficient office management software: MS Office, Google Docs, database applications (i.e.: MS Access), and inventory software, databases and systems
- Strong written and verbal communication skills
- Attention to detail
- Strong organizational and planning skills
- Proven working experience as a warehouse worker and driver
- Familiarity with modern warehousing practices and methods is a plus
- Good organizational and time management skills
- Ability to lift heavy objects (must be able to lift 50 pounds)
- Current forklift license
- Must have Driver's License. Commercial driving license is a plus.

Desired Qualifications

The following are additional desired qualifications:

Qualifications include:

- Experience working in a nonprofit
- 3 years or more administrative experience
- Experience with MailChimp, WordPress, Salesforce, Quickbooks and eBay

Working conditions

Hours are generally Monday to Friday during regular business hours. There is work on the 3rd Saturday of the month. A majority of the duties are performed in a warehouse environment.

Physical requirements

This job is physically demanding. Will be required to stand for extended periods of time, lift heavy objects on a regular basis. Work is performed in a warehouse environment and DC will be moving and sorting donations that require lifting over 50 pounds. Will be required to use a pallet jack and forklift when moving freezers, refrigerators, centrifuges, biosafety hoods and other large equipment.

Direct reports

May supervise limited groups of volunteers.