



9235 San Leandro Street  
Oakland, CA 94603  
Tel (510) 686-3411  
email [info@biolinkdepot.org](mailto:info@biolinkdepot.org)  
[www.biolinkdepot.org](http://www.biolinkdepot.org)

**Position:** Operations Manager [75% to 100% Time]  
**Organization:** Bio-Link Depot, Inc. [501(c)(3) nonprofit organization]

### Position Summary

The Operations Manager's primary responsibilities will be the overall operations for the Bio-Link Depot, Inc. (Depot) site in Oakland. This includes management of staff and volunteers; receiving and organization of donated materials, Open House Events, and individual sales. This is an exempt 75% to full-time position (flexible depending on candidate) reporting to the Executive Director.

This individual will be responsible for managing all activities at the Depot site in Oakland, requiring on-site presence during operating hours. (Depot operating hours can be adjusted, by prior agreement with the Exec Director.) Occasional off-site work, including visits to material donor sites (which may include possible pickups of higher-valued donated materials) will require access to vehicular transport.

If you are interested in playing a key role in enhancing science education for underserved schools, please email a resume and cover letter to [info@biolinkdepot.org](mailto:info@biolinkdepot.org).

### CORE RESPONSIBILITIES

- Improve and develop systems, oversee processes, and implement resources to ensure efficient and effective Depot operations and communicate relevant metrics to show program success.
- Implement a continuous process improvement plan for Depot's operations.
- Effectively hire, train, develop, and retain competent, qualified staff, contractors, and volunteers.
- Manage payroll and human resources practices for staff and contractors; ensure welcoming and safe operations for all staff and volunteers.
- Manage contracts and agreements on behalf of the Depot, consistent with delegated authority, as related to this site.
- Develop annual budget for Depot site and maintain operating costs within budget.
- Oversee Depot's sales program.
- Serve as representative/spokesperson to the organization's beneficiaries, donors, customers and the general public.

### QUALIFICATIONS/EXPERIENCE:

- High school diploma (or GED) + 5 or more years experience in warehouse/material management. Higher education with less experience will be considered.
- Experience managing direct reports.
- Strong written and verbal communication skills with excellent interpersonal skills. Ability to convey the Depot's mission to staff, Board, volunteers and funders.
- Material and inventory management skills including: material flow paths, inventory cycle counts, safe operating practices, etc.
- Ability to work effectively in collaboration with diverse people, individually or in a range of sizes of groups.



9235 San Leandro Street  
Oakland, CA 94603  
Tel (510) 686-3411  
email [info@biolinkdepot.org](mailto:info@biolinkdepot.org)  
[www.biolinkdepot.org](http://www.biolinkdepot.org)

- Action-oriented, self-directed, entrepreneurial, and adaptable.
- Experience with basic business-related software, in particular Google Suite apps (Docs, Sheets, Slides, etc.).
- Knowledge of, or experience with, scientific equipment and laboratory supplies is a plus.
- Direct B2B sales or retail sales experience is desirable.
- Able to work occasional weekends (typically at least 6 per year aligned with scheduled Depot Open Houses).

*Bio-Link Depot is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.*

#### **About Bio-Link Depot:**

Bio-Link Depot, Inc. ("Depot") is Bio-Link Depot, Inc. is a unique, innovative, community-based nonprofit organization located in the San Francisco Bay Area. Our efforts are focused on promoting scientific training and literacy for a range of students, by providing educational institutions with millions of dollars worth of laboratory instruments, equipment and supplies/consumables (that might otherwise go to waste), at no cost to the recipients.

We accomplish this by receiving and processing donated materials at a central warehouse in Oakland, and then redistributing them to instructors and researchers from schools, colleges, and universities. These services have especially enabled underserved K-12 schools to expand their STEM education programs, laboratory classes, and research – given that they have very limited financial resources to set up and run the hands-on labs which are essential to provide students direct experience with biotechnology techniques that promote an interest in, and develop skills for, careers in science. In addition to supporting local education, donors meet sustainability goals by giving new life to excess equipment and supplies, while also being able to receive a financial benefit from potential tax deductions, and avoiding disposal costs.

For more details see: [www.biolinkdepot.org](http://www.biolinkdepot.org)