



## Job Description: miniPCR Operations Manager

**Function:** Manage a growing Operations team, with oversight of all aspects of production, including supply chain, vendor relationships, quality control of incoming material and finished product, domestic and overseas logistics, accounts payable, and operations expansion.

**Start date:** May 2021

**Location:** Arlington, MA.

**Hours:** Monday – Friday, 8 hours/day, flexible start/end times to be agreed upon.

**Travel:** local manufacturing site visits.

**Reports to:** Cofounders.

**Benefits summary:** Vacation, health (90%), dental (90%), employer 401K contribution (4%).

### About Amplyus LLC (DBA miniPCR bio)

Headquartered in Cambridge, Massachusetts, miniPCR bio is a global life sciences company built by a team of scientists and is engaged in the design, development and manufacture of advanced biotechnology systems, products and services. The company specializes in the development of equipment and curriculum with the goal of expanding access to biotechnology for everyone, everywhere. Through this role you will join our team's mission to democratize science, and work with a dynamic, passionate, and entrepreneurial team.

### Essential Functions

#### Vendor and supply chain management

- Implement best practices in inventory management
- Forecast and manage production
- Primary contact for external vendors. Monitor and review vendor performance
- Source custom and off-the-shelf components
- Manage open purchase orders and items receipts

#### Quality control

- Oversight of all activities associated with manufacturing
- Establish processes and documentation for QC of raw materials
- Develop SOPs for finished product inspections

### **ERP implementation**

- Implement and optimize new cloud-based ERP system
- Design workflows across the value chain
- Optimize key modules: supply chain, production, quality control

### **Required Skills & Abilities**

This position will be at the core of our business operations and administrative processes. The ideal candidate will have a proven track record in core business operations at an executive level. They will be polished oral and written communicators, highly detail oriented, and have team management experience.

### **Essential skills and experience include:**

- AA or Bachelor's degree or equivalent work experience
- 4+ years of operations work within a growing company environment
- Familiarity with cloud-based ERPs.
- Comfortable in Microsoft office products
- Familiarity with Google Drive environment
- Strong problem solving skills
- Demonstrable passion for building organizations and systems
- Ability to work independently as well as contribute successfully within a team environment
- Biomedical, scientific, or K-12 education background a plus

*Email cover letter and resume to Sebastian Kraves, miniPCR co-founder: [team@minipcr.com](mailto:team@minipcr.com)*