

## Job Description: miniPCR bio Operations Manager

**Overview:** We are looking for an experienced operations professional to help run our thriving biotechnology education business. The Operations Manager will be responsible for implementing and optimizing new workflows in core business functions, ranging from supply chain and manufacturing to warehouse management and order fulfillment. The ideal candidate will both get hands-on and act as a big picture thinker who can partner with company co-founders on every aspect of our dynamic business.

**Reports to:** Co-founders

**Location:** Arlington, MA and Oxford, MA

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

**Benefits summary:** PTO, health (90%), dental (75%), 401K contribution (4%).

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.

### Key Functions

#### Vendor and supply chain management

- Implement best practices in inventory management
- Forecast production targets and raw material needs
- Monitor and review vendor performance
- Oversee accounts payable

#### Manufacturing oversight and quality control

- Manage CM relationship
- Oversee manufacturing
- Develop SOPs for receipt and QC of raw materials
- Develop SOPs for finished product inspections
- Integrate processes with ERP system

#### Performance management and metrics

- Report quarterly performance metrics and develop supply/demand forecasts
- Analyze product and segment productivity

#### Other duties as assigned



## **Required Skills & Abilities**

The ideal candidate will have a proven track record in core business operations at a managerial level. They will be polished oral and written communicators, highly detail oriented, and have proven leadership experience.

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

- AA or Bachelor's degree or equivalent work experience
- 4+ years of administrative/operations work within a corporate environment
- Experience with QuickBooks and ERP systems
- Comfortable in Excel, Word, Thunderbird, Google Drive environments
- Strong analytical and problem-solving skills
- Customer service orientation

### **Highly desired skills include:**

- Ability to work directly hands-on as well as motivate and manage a team
- Biomedical, scientific, or K-12 education background a plus

Email cover letter and resume to miniPCR bio leadership team: [\*\*team@minipcr.com\*\*](mailto:team@minipcr.com)