Job Description

Operations Manager

Summary: This is a part-time position that is critical to the success of our organizational operations, our ability to execute programs and to serve students in our community. Overall, this position is responsible for the inventory, warehouse management, facilities, and operational functions of our program/organization. The position is for our location in Downers Grove, IL.

Responsibilities:

Warehouse/Refurbishment Lab Management (30%)

- Sort, label, and log all incoming and outgoing inventory.
- Support efficiency building including creating new standards of procedure and tracking mechanisms.
- Support the development and implementation of a new inventory management system.
- Warehouse organization and maintenance including general cleanliness.
- Work with vendors to schedule recycling pick-ups and deliveries.

Computer Distribution /Computer Adoption Sessions (35%)

Critical to the success of this position and our organization is the ability of the Operations Manager to prepare and attend Computer Drive-Thru Distributions and, when scheduled, Saturday Computer Adoption sessions.

- Be aware of all session dates and locations 3-4 weeks in advance of session delivery.
- Check warehouse inventory and ensure the refurbishment lab has the necessary stock to complete the ‘order’ for how many computers are needed at each upcoming session and the correct number of training devices is prepared.
- Quality check completed items for cleanliness and quality standard for distribution.
- Load the ‘order’ of computers and accessories onto the vehicle being taken to the session as well as all necessary equipment for training at the session.
- Pull the trailer or drive the vehicle to the session site - arriving no later than 30 minutes prior to set up, help unload training equipment and set up classroom, set up computers for distribution at the end of session and lead volunteers as available to support.
- Bring vehicle and trailer with training equipment and remaining un-used supplies back to the warehouse post-session.
- Remove any devices that were not working (training or otherwise) and put into the refurbishment lab for repairs.
- Follow up any technical and troubleshooting calls made after the session.

Gift-in-Kind Pick-Up (25%)

Another critical component to our organization involves the pick-up of equipment from our corporate and organizational partners. This equipment is what enables us to distribute computers to the children we serve and to ensure we have access to the tools and supplies we need to refurbish these computers. In addition, these pick-ups are usually our first point of contact with new partners and are an important part of building relationships with companies who we aim to develop further into volunteer and
philanthropic partners. As a result, we must be willing to be flexible, responsive, and efficient in our scheduling, clear and professional in our communication, and have a strong understanding of our programs so we can share more information with partners.

The Operations Manager is responsible for

- Responding to requests for pick-ups or questions from partner organizations within 24 hours to schedule a pick-up.
- Booking and picking up the right truck and equipment needed to execute the pick-up most effectively is organized and used.
- Practicing good health and safety practices are used in picking-up, loading and unloading equipment.
- Securing equipment for transportation.
- Completing proper documentation with copies given to the donor and brought to Development for acknowledgement letters.
- Communicating of any required certificates of erasure with refurbishment lab staff and Executive Director.
- Explaining the donation and refurbishment process properly to partners as well as the impact of their gift on the community.
- Unloading, sorting, inventorying, and storing equipment on return to the warehouse in a way that it can be easily identified, and useable equipment will remain safe and undamaged.

Facilities Management (10%)

- Manage and complete preventative care activities for the warehouse and general facilities maintenance.
- Work with building manager to contact repair and maintenance companies as directed and necessary.
- Keep warehouse and office spaces in good working order as needed.

Other duties as assigned.

Qualifications:

This is an excellent opportunity for a high-performing individual to join a rapidly growing team and organization and make a significant impact. There are opportunities for training and growth within the organization.

- Associates or bachelor’s degree in a business or SCM related field preferred. GED or High School Diploma Required.
- Minimum 2-3 years working in warehouse operations role required
- Minimum 2-3 years demonstrable experience in inventory management, facilities, and vendor management
- 2-3 years of staff management experience
- 2-3 years of experience in community engagement, partnership negotiation, or relationship building activities
- Strong interpersonal and communication skills are a must – this role will have an external facing component
• Eager to work in a fast-paced, small nonprofit environment with the opportunity to work across all departments
• Strong interest in technology and STEM education fields as well as a commitment to working in nonprofit and or youth development field.
• Collaborative, results-oriented, positive, and energetic team player who is highly organized, detail-oriented with excellent problem-solving skills.
• Must be able to lift up to 50lbs 10 to 15 times per day.
• Must be able to drive a 10-16-foot box truck

Comp-U-Dopt is an EEO employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. Some evening and weekend work may be required. This position will not include the opportunity for benefits. This position is subject to successfully passing a background check and submission of two references.

To apply, email cover letter and resume to kaia@compudopt.org