



Business Operations Manager

- **Type:** Full-time, salaried employee
- **Location:** Boston, MA
- **Requirements:** MBA, MS or equivalent work experience
- **Start Date:** Flexible (from May 15, 2011)
- **Salary:** Negotiable; Dependent on experience
- **Company Description:**

[OnChip Power](#) is a fast-paced, VC-backed start-up poised to disrupt the power supply industry. We are commercializing a new class of power supply systems based on a novel VHF architecture. We are currently developing an intelligent power supply for LED lamps, which is 10x smaller and significantly lower cost than existing solutions. We recently closed an A-Round with [Venrock](#).

- **Job Responsibilities:**

This role offers qualified candidates the opportunity to get in on the ground floor of a high-growth cleantech start-up and immediately be involved with every aspect of the business. Successful candidates will have a demonstrated strong initiative, flexibility, and ability to learn quickly and juggle multiple challenges simultaneously. You will report directly to the CEO. Responsibilities will include but not be limited to:

- Responsible for day-to-day maintenance of office (e.g., office supply provisioning, phones, FedEx, fax, mail, copier, travel arrangements and meeting scheduling)
- Responsible for business operations (e.g., process A/P, bookkeeping, maintain contracts and supplier files); Advise on operations planning (e.g., forecasting, monitoring and issue resolution).
- Manufacturing operations support (e.g., POs, shipping and purchasing)
- Human resource support (e.g., prepare job descriptions, aid in employee screening; set-up and maintain all employees files with required information)

In addition, candidates are expected to maintain a professional image with customers, consultants, vendors and co-workers. Successful candidates will be team players with a positive attitude, strong leadership skills and the ability to build morale throughout the organization.

- **Education and/or Experience:**

MBA, MS or equivalent work experience AND 2+ years of professional experience
Knowledge of Microsoft Office Suite applications including Word, Excel, Outlook, and PowerPoint
Bookkeeping or basic accounting experience preferred
Excellent written and verbal communication skills
Strong attention to detail, time management, organization and prioritization skills
Strong initiative; positive, outgoing and upbeat attitude

- **To apply:**

Applications will be accepted on a rolling basis.

Please submit a cover letter and resume to: careers at onchippower dot com