

Phase Two Chemicals is an electrochemical technology start-up company. Our first product is an on-site hydrogen peroxide generator for industrial bleaching. The technology has been demonstrated at pulp and paper mills and the company is now focused on commercial expansion in this market. Phase Two Chemicals is an international organization with labs in both the US (Lowell, MA) and China (Shaoxing and Shanghai), manufacturing operations in the US and China, and customer installations in both North America and Asia.

Phase Two Chemicals is seeking a Business Administration Manager to run the daily operations and assist the leadership team with managing the growth of the company in North America. This position will primarily work with the Lowell-based co-founder/President of the company. The Manager will be responsible for a variety of functions including strategic planning, general administration, finance, human resources, and other areas as needed. The Manager will be expected to develop and implement processes and policies as needed, and will work with the leadership team to ensure the company is on track to reach its goals.

Responsibilities:

General administration

- Filings such as annual reports, worker's comp audits, etc.
- Ensuring compliance with national and local business regulations
- Business registration in different jurisdictions (e.g. new states or provinces)
- Support or lead permitting as needed
- Commercial business support including assistance with import/export
- Identify and rectify gaps in current operations
- Support or lead ad-hoc projects involving both US and Chinese sides of the company

Finance

- Daily operations – accounts payable/receivable
- Manage accounting firms for bookkeeping and taxes
- Develop and manage company purchasing
- Maintain sales tax exemptions, R&D/manufacturing corporation status in MA

Human resources

- Payroll and benefits administration
- Assist with recruiting/hiring
- Developing and administering policies

Key Traits

We are seeking someone that is:

- Goal-oriented: knows the big picture and efforts are focused on achieving it
- Forward-thinking: understands long-term implications of decisions and plans accordingly
- A strong communicator: working across many functions, organizations, and cultures, requires clear communication and great listening skills
- Self-motivated: needs to take initiative in identifying issues and recommending and executing solutions
- Responsible: when problems are identified, takes charge to resolve the issue

Key skills and qualifications:

- 5+ years of experience in business administration roles
- Understanding of business and regulatory issues
- Experience working in start-ups strongly preferred
- Ability to diagnose problems quickly and foresee potential issues

Expectations:

In-person (to start), hybrid (after evaluation): the position requires in-person attendance at the Lowell, MA office to familiarize with the company's operations and develop a working relationship with the team. Hybrid (partial remote/partial in-person) will be considered after the break-in period.

The position is part-time or full-time based on mutual fit.

The Manager will be expected to interface with colleagues in China outside of their home business hours.