



IMMEDIATE FULL TIME OPEN POSITION

Operations Manager

Us

At SpaceRyde, we use balloons to launch small satellites. Our work is literally rocket science and we are looking for creative people to join us. Watch video of our first flight, and Canada's first-ever space launch system for small satellites here: <https://ca.linkedin.com/company/spaceryde>

We love solving real problems in the simplest way, and want to work with people who Get. The Job. Done. We are backed by high-profile investors including YCombinator and work like fast-paced Silicon-Valley startups.

You

You are a bright and ambitious generalist, who excels in a fast-paced environment, and does your best work when juggling multiple tasks. You are the type of person that makes it happen when everything that is supposed to work, doesn't!

You are goal-oriented and prepared to take complete ownership of your project. If you are thinking of taking a day off before a deadline because it's your birthday, or anniversary, this is not the company for you.

Join us if you like to

Work on rockets and make history in Canada

Learn a lot at a very fast pace

Grow and advance in your career

Become a shareholder of SpaceRyde

Enjoy free breakfast, snacks, coffee, tea and employee appreciation events

Key Responsibilities

Managing vendors and suppliers including negotiating with suppliers and placing orders.

Creating and maintaining the digital presence of the company in social networks and other digital channels.

Doing research as required by the business team.

Preparing grant applications.

Coordinating accommodation, travel and equipment for off-site work.

Picking up or dropping off parts from local suppliers.

Helping with recruiting including attending events and posting jobs.

Drafting company policies including safety and HR.

Helping the engineering team as needed.

Requirements:

Bachelors or Masters degree from a top university.

Must Have: experience at an early stage startup or working with early stage startups through an incubator or investor.

Prior experience in sales and/or supplier management in an asset.

Desire to learn, and grow with the company.

Humble with a can-do attitude: no task is too small, or too big for you.

Outstanding interpersonal, and communication skills.

Strong Microsoft Word and Excel skills (or Google's GSuite).

Valid G driver's License is required.