

Operations administrator job specification

Magdrive is looking to hire an operations administrator to help manage the team developing a revolutionary, next-generation spacecraft propulsion system. The Magdrive propulsion system delivers an unmatched level of thrust (>100 mN/kg) with extraordinary efficiency (>2000 s) that will unlock new capabilities for spacecraft and enable entirely new industries in satellite servicing, orbital assembly and interplanetary transport. You will play a vital role in this new company; managing daily operations, HR and purchasing. This role can be performed entirely remotely.

Responsibilities

- Manage HR and recruitment
- Arrange logistics and purchasing
- Negotiate with suppliers and contractors to arrange quotes
- Help the organization remain legally compliant (e.g. with H&S)

Essential

- Proven work experience as operations manager or similar role
- Knowledge of organizational effectiveness and operations management
- Familiarity with business and financial principles
- Outstanding organisational skills
- Fast and effective problem solving skills
- Ability to work under pressure to tight deadlines
- Strong communication and interpersonal skills

Desirable

- Leadership ability
- Experience working in agile development environments
- Experience budgeting and forecasting
- Experience with B2B sales
- Good knowledge of Word, Excel and Xero

Benefits

- Salary £25k - £30k per annum
- 25 days annual leave + bank holidays
- Flexible and remote working
- Support for home office setup
- Generous share options scheme