

Executive Assistant position:

Ad Astra Rocket Company (Ad Astra) is a small US R&D company dedicated to the development of advanced plasma rocket technology for in-space transportation. The company headquarters and main laboratory are located in the city of Webster, TX, about 25 miles south of downtown Houston. Ad Astra also owns and operates a small subsidiary, located in northwestern Costa Rica and primarily focused on developing and implementing clean energy solutions for both stationary and mobile applications.

Ad Astra is looking for a full-time Executive Assistant for the Webster location. Candidates must be US Citizens or Permanent Residents and have demonstrated ability to work as a member of a diverse and multidisciplinary team. The position requires organization, attention to detail, fast response, and ability to address a diverse set of tasks with diligence, efficiency and enthusiasm. The R&D nature of the operation calls for a great deal of creativity and flexibility in solving administrative issues that may arise in the course of the work. The team is expected to expand, but is presently small (9 in Houston, 8 in Costa Rica), so that collaboration and teamwork are a must. The team appreciates an optimistic and positive attitude as well as flexibility and “lending a hand” to a coworker when needed.

The CEO maintains a very intense and dynamic schedule, with rapidly-developing commitments both domestic and international. Therefore, the job requires proactive and quick schedule diligence in arranging flights, virtual meetings across multiple time-zones, and the ability to react to sudden changes in plan. Frequent interaction, both written and verbal, in English and Spanish are required with corporate VIPs, heads of state, members of congress, diplomats, as well as NGO representatives. Therefore, the job requires, as a minimum, fluency in both written and spoken English and Spanish.

The team, however, is very informal, family-like and collegial in its interactions. We thrive on mutual respect and professionalism. We are passionate about our mission and believe deeply in the value of our work and the technology we are creating. If you value hard work and are looking for a fun bunch of people who really believe in what they are creating, look no further.

Job description:

- Managing the CEO's calendar, communications, and travel. The CEO, who is a member of several external boards, maintains an intense schedule which involves both domestic and international travel.
- Coordinate travel reimbursement with sponsors and accounting departments.
- Works closely with the CEO to keep him informed of upcoming commitments and responsibilities, with required follow-up.
- Answers and screens telephone and email inquiries in a friendly and professional manner. This administrative position will be responsible for multiple email accounts.
- Manage fan mail and other snail mail correspondences for the CEO. Distribute mail and packages to the appropriate team members in a timely manner.
- Provide personal assistance, including but not limited to: running errands, arranging personal travel, and in-person meetings/event coordination, etc.
- Coordinate virtual and in-person events for the company, including but not limited to, Board of Directors meetings, interactions with current and potential investors/partners, and other special guests.
- This position will involve some basic contract manager duties.

- Familiarity with purchase orders is a plus
- Maintain filing systems, documents and procedures
- General office upkeep including stocking of supplies, organization of kitchen, and office organization
- Support our Costa Rica team as needed
- Coordinate schedules, appointments, meetings and travel for the team
- Frequent and continued communications with the rest of the team so as to not miss important updates or information.
- Assist the communications team with tasks pertaining to merchandise sales

This is not an exhaustive list of all duties and responsibilities. Ad Astra Rocket Company reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Additional Requirements:

- Administrative experience at an executive level
- Candidates must be a US Citizen or a Permanent Resident.
- Strong communication skills, written and verbal.
- **Must be fluent in both English and Spanish (written and verbal), including proper grammatical and composition skills in both languages. (a written test will be administered during the interview)**
- Must provide 2 references from previous employers.
- Must be proficient in MS Word, Excel, PowerPoint, Gmail, Google Drive, and Google calendar.
- Knowledge of WebEx and other video conferencing platforms
- General knowledge / understanding of technology and ability to troubleshoot basic technical issues.
- Experience working with international clients or business
- Familiarity with postal services and mailing important documents to international destinations
- Some knowledge or familiarity with corporate structure and best practices

Personal Qualifications

- Professional, outgoing, and positive, can-do attitude
- Self-motivated, self-directed, proactive, ready to be of service
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- Excellent attention to detail
- Excellent and efficient communicator
- Ability to work well with a team
- Resourcefulness and the ability to adapt to a fluctuating environment
- Ability to improvise and quickly resolve last minute changes and/or complex situations.
- Creative problem solving skills
- Interest in the space industry, renewable energy, and/or environmental health is a plus

Physical requirements:

- Ability to lift to 10-20 lbs. (i.e. files, books, equipment, small devices, and supplies).
- Ability to stand or be seated for long periods of time.
- Stooping, reaching, and bending may be periodically required.