

**\*\*Covid-19 Notice: Our current and future employees' health and safety, and that of their families, is paramount. With the continuing impacts of COVID-19 worldwide, we are taking action to protect the health and well-being of our team members and the communities where we operate. As a federal contractor, and consistent with [Executive Order 14042](#), we require all newly hired employees in the United States to be fully vaccinated by their start date, subject to approved ADA, EEO, or Title VII exemptions. \*\***

### **Executive Assistant position:**

Ad Astra is looking for a full-time Executive Assistant for our Houston headquarters. 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.

#### **Benefits:**

- PTO starting at 120 hours
- 8 scheduled holidays plus the 4 business days between Christmas & New Year's Day
- Jury duty leave, bereavement leave, and voting leave, coronavirus leave all covered
- Medical Insurance
- Dental Insurance
- Basic Life and Accidental Death & Dismemberment (AD&D) Insurance,
- Long-Term Disability (LTD) Insurance.
- Aflac Supplemental Insurance for Critical Illness & Accident Event.
- Health Savings Option (HSA)
- 401(k) Plan with company match up to 3% of the employee's annual salary
- Tuition Reimbursement

#### **Requirements:**

- At least 1-2 years administrative experience, preferably at an executive level
- Candidates must be a US Citizen or a Permanent Resident.
- Strong English communication skills, written and verbal. Fluency in Spanish is a plus.
- Must be proficient in MS Word, Excel, PowerPoint, Gmail, Google Drive, and Google calendar.
- Knowledge of WebEx/Zoom/MS Teams and other video conferencing platforms
- General knowledge / understanding of office communication 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, preferred but not required

#### **Main Responsibilities:**

- 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 high-level virtual and in-person events for the company. Frequent interaction, both written and verbal, are required with corporate VIPs, heads of state, members of congress, diplomats, as well as NGO representatives.
- Maintain filing systems, documents, and procedures
- General office upkeep
- Support and coordination with our team located at our Costa Rican Subsidiary, as needed
- Coordinate schedules, appointments, meetings, and travel for the upper-level team members
- Frequent and continued communications with the rest of the team to not miss important updates or information.

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.

### **Personal Qualifications**

- Professional and positive team player
- Self-motivated, self-directed, proactive, and excellent attention to detail
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- Excellent and efficient communicator
- Curiosity and a desire to learn
- Resourcefulness, creative problem-solving, and the ability to adapt to a fluctuating environment; to improvise and quickly resolve last minute changes and/or complex situations.

### **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.

### **Company Overview:**

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 VASMR®. The company headquarters and main laboratory are located in the city of Webster, TX. Ad Astra also owns and operates a small subsidiary, located in Costa Rica, and primarily focused on developing and implementing clean energy solutions for both stationary and mobile applications. Although our company is small it does manage an international presence with renewable energy projects growing all throughout Latin America and our well-established professional relationships with the global space community.

Our team culture is collaborative, family-like and collegial in its interactions. We thrive on mutual respect and professionalism and offer ample opportunity for career growth. We are passionate about our mission and believe deeply in the value of the technology we are developing. If you value hard work and are looking for a fun bunch of people who are very passionate about what they do, look no further.