



Astroscale is the first private company with a vision to secure the safe and sustainable development of space for the benefit of future generations, and the only company solely dedicated to on-orbit servicing across all orbits.

Founded in 2013, Astroscale is developing innovative and scalable solutions across the spectrum of on-orbit servicing missions, including life extension, in-situ space situational awareness, end-of-life services, and active debris removal, to create sustainable space systems and mitigate the growing and hazardous buildup of debris in space. Astroscale is defining business cases and working with government and commercial stakeholders to develop norms, regulations, and incentives for the responsible use of space.

Headquartered in Japan, Astroscale has an international presence with subsidiaries in the United Kingdom, the United States, Israel, and Singapore. Astroscale is a rapidly expanding venture company, working to advance safe and stable growth in space and solve a growing environmental concern. End of Life Services by Astroscale-demonstration (ELSA-d), the company's first on-orbit demonstration of debris capture and removal, launched in March 2021.

Astroscale U.S. Inc. is hiring for a multifaceted role to join the team in our Denver, Colorado location. As the **Business Operations Manager**, you will have responsibilities across these functions:

- **Primary Responsibility: Business Operations Manager:** Manage the operations of our facility and create a safe, efficient work environment that improves business performance and optimizes staff productivity.
- **Secondary: Facility Security Officer (FSO)/ Technology Control Officer (TCO):** Ensure the effective implementation of a Foreign Ownership Control and Influence (FOCI) mitigation agreement and oversee its day-to-day requirements. Serve as the principal advisor to Astroscale U.S. Inc's Board of Directors Government Security Committee (GSC) concerning the protection of classified and controlled unclassified information and other proprietary technology and data subject to regulatory or contractual control by the US Government.

**To apply:** Email your resume and cover letter to [careers@astroscale-us.com](mailto:careers@astroscale-us.com) with **Business Operations Manager** in the subject line. The application deadline is May 30, 2021.

### **Duties & Responsibilities**

#### **Business Operations Manager:**

- **Assets and technology:** Monitoring and managing the major assets and technologies within the workplace to ensure maximum return on investment.
- **Building and landscaping:** Ensuring the building is maintained, improved, and managed, and that vendor partnerships are managed.
- **Processes:** Setting up and improving processes that facilitate everyday operations—from maintenance requests and vendor management to room reservations.
- **Managing security, cleaning, and catering.**
- **Designing and planning facilities layout.**
- **Ensuring compliance with regulations and laws.**

**Astroscale U.S. Inc.**  
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**Facility Security Officer (FSO) / Technology Control Officer (TCO):**

- Create, execute, and monitor the office security policies, procedures, and practices in compliance with Government security requirements including export control laws.
- Assist the GSC in the implementation of the Technology Control Plan (TCP), Electronic Communications Plan (ECP), and Visitation Procedures to prevent unauthorized disclosure and export of classified and controlled unclassified information.
- Ensure COMSEC requirements and procedures are implemented and followed.
- Provide guidance and instructions to all employees to ensure any event, circumstance, or act that could be considered a breach of security is reported immediately.
- Assure proper marking, safeguarding, and transmission of all classified and COMSEC materials.
- Administer JPAS activity including processing clearances and visit requests.
- Primary contact for DSS reviews and correspondence.
- Serve as the principal advisor to Astroscale U.S. Inc's Board of Directors Government Security Committee (GSC) concerning the protection of classified and controlled unclassified information and other proprietary technology and data subject to regulatory or contractual control by the US Government.

**Qualifications & Skills**

- 5+ years office operations/facilities experience with 3+ years as a Facility Security Officer or related experience.
- Highly organized with strong analytical, planning, and leadership skills.
- Project management experience.
- Versed in the NISPOM and Government security requirements.
- Experience with JPAS, NISS, and e-Qip.
- Excellent analytical and problem-solving skills.
- Excellent oral and written communication skills.
- Applicant must be eligible or hold an active Top Secret security clearance.

Please note Astroscale U.S. is a U.S. Government registered, export control compliant company, as such applicants should be a U.S. person or U.S. citizen.

*Astroscale U.S. is committed to creating a diverse environment and we pursue and embrace a variety of thinking, beliefs, and ways of life that are international, open-minded, and inclusive.*