



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 currently seeking an **Executive Assistant** to join our team in our Denver, Colorado location. In this role you will be responsible for the overall support to ASUS executives as well as helping to support the entire ASUS enterprise.

To apply: Email your resume and cover letter to careers@astroscale-us.com with "**Executive Assistant**" in the subject line.

The salary range for this position is \$60-90k.

Duties & Responsibilities

- Manage and coordinate schedule for Astroscale U.S. President & Executive Vice President (EVP) and support other executive's schedules
- Support prioritization of President & EVP schedules
- Review, prioritize, and disposition email for President & EVP
- Support senior executive team with travel arrangements and expense reports
- Assist with the coordination of internal and external meetings on behalf of the President and executives
- Support development of content for meetings and conferences, such as talking papers, meeting background papers, agendas, and briefing materials; take notes during leadership team and board meetings and distribute as required.
- Liaises with executive assistants for key executives from other parts of the Astroscale group, as required



Qualifications & Skills

- Proven experience in an executive assistant role
- Ability to maintain confidentiality regarding sensitive information
- Proficiency with Microsoft Office products and a strong ability to learn new software applications as necessary
- Strong communication, computer, documentation, and interpersonal skills are required, as well as the ability to work both independently and as part of a team
- Experienced and comfortable working with all levels within an organization
- Organized, motivated, with a high degree of attention to detail

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

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.