



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 **Operations Coordinator** to join our team in our Denver, Colorado location. In this role you will support the Business Operations division.

To apply: Email your resume and cover letter to careers@astroscale-us.com with **Operations Coordinator** in the subject line. The application deadline is **July 8th, 2022**.

Pay Range: \$35,000- \$55,000 annually.

The salary range above represents the low and high end of the Astroscale U.S. Inc. salary range for this position. Actual salaries will vary and may be above or below the range based on various factors including but not limited to experience, knowledge, and ability as applicable to the role.

Duties & Responsibilities

- Assist with the management of daily operational activities
- Conduct general and clerical office tasks
- Assist with the planning and organizing of conferences, events, and employee engagement activities
- Assist with the daily operations of facilities maintenance operations
- Assist with maintaining the physical office space, ensuring a safe, clean, and functioning environment
- Assist with scheduling and catering of corporate events
- Ordering and managing office supplies and equipment

Astroscale U.S. Inc.
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Qualifications & Skills

- 2+ years office/operations experience
- Organized with strong planning and multi-tasking skills
- Excellent oral and written communication skills and attention to detail
- Experience using Microsoft Office Suite
- Desire and ability to work in a fast-paced start-up environment
- Collaborative communication and interpersonal skills with the ability to work both independently and as part of a team.

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.