



## ADMINISTRATIVE ASSISTANT

### Job Description

We are looking to hire a skilled and highly motivated Administrative Assistant. The Administrative Assistant will play a crucial role in supporting our team by managing various administrative tasks, ensuring smooth day-to-day operations, and assisting in our growth trajectory. Key responsibilities will include accounting and bookkeeping, managing accounts payable and receivable, coordinating human resource activities, such as onboarding, record maintenance, and payroll processing. Additional responsibilities will include managing supply chain, inventory, shipping and receiving, both incoming and outgoing. The Administrative Assistant will help coordinate the CEO's schedule, manage team calendars, and arrange travel itineraries. Lastly, they will engage with customers directly, coordinate with vendors, suppliers, and other external partners, and assist with data entry, database management, and document organization. Initiative and the ability to adapt and work flexibly on multi-disciplinary projects are essential attributes.

Triton Space is a small, nimble, and growing aerospace company. As such, this position provides the opportunity for advancement in the company's engineering department and management structure. We believe that our employees should share in the success of the company and, as such, provide performance-based bonuses for exceptional work and completion of customer projects on time, to spec and within budget. Two weeks of paid time off (PTO) are provided per year. Wage for a full- or part-time position starting at 30\$/hr.

The projects Triton Space works on are exciting, cutting-edge development efforts directly impacting the spaceflight community. Triton Space offers an excellent opportunity to work in the aerospace sector on high profile projects. The successful candidate will be a highly motivated self-starter who is excited to work on challenging projects and take charge of their area of responsibility.



***Examples of Spaceflight Parts we design and build at Triton Space Technologies.***

***NOTE: Due to the work Triton Space undertakes for our customers we are currently only hiring "U.S. Persons" as defined under Federal Regulations [22 CFR 120.15](#).***