



Assistant Payload Coordinator

Position: [part-time, temp to perm] Assistant Payload Coordinator

Reports to: Manager, External Payloads

Location: Washington, DC, McPherson Square

General Description

NanoRacks is the leader in commercial space. The company has been called the “UPS of space” by Fast Company and has been featured in Forbes Magazine, and Smithsonian Air & Space Magazine. Our payload integration services provide access for both suborbital and low Earth orbit environments. NanoRacks is seeking a part-time Assistant Payload Coordinator at our NanoRacks Washington, DC office. The position is primarily in Customer Relations Management (CRM) in support of External Payloads Accounts. Other activities include systems and technical engineering support, and various administrative tasks.

Primary Duties

- Support customer payloads account management activities
- Basic systems engineering and technical analysis tasks
- Requirements analysis
- Support NanoRacks marketing and
- business development as needed
- Analysis of customer payload data

Administrative Duties

- Maintain schedules and other status tracking
- Prepare a weekly status report for all activities performed
- Attend company meetings and prepare minutes as required
- Assist in maintaining office infrastructure (filing, compiling records, etc.)

Required Traits, Knowledge, & Skills

- Ability to multi-task, prioritize multiple assignments and work independently
- Excellent written and verbal communication skills with a customer-focused attitude
- Proficiency in Microsoft Office Suite

Desirable Qualifications in Any One of the Following Areas

- Customer relations experience
- Project Management or project coordination experience
- Experience in CAD, analysis, or software development environments
- Past experience working in the aerospace industry or related economic sector(s)

Education Qualifications

Preference for candidates who have completed a B.S. or are pursuing an M.S. in Aerospace Engineering (AE), Mechanical Engineering (ME), Computer (CE) or Electrical engineering (EE) or in the Physical Sciences. Exceptional undergraduate candidates will be considered.

Term of Position

Fall 2016 - Flexible hours are available. A full-time position may be extended at mutual agreement of NanoRacks and successful candidate.

Compensation

- \$14-\$16 hourly to start, commensurate with experience
- Non-routine transportation to / from required business events
- Non-routine parking / meals / travel to / from business events

Schedule

A maximum of 20 hours per week to start with potential for full-time schedule commensurate with performance.

Location

This position located at the NanoRacks Washington DC office. Metro accessible, near McPherson Square.

Other Requirements

- US citizen
- The successful candidate will be required to sign a Non-Disclosure Agreement (NDA).

To apply, please send resume to: jobs@nanoracks.com