



Director of Operations

Position: Director of Operations

Reports to: Director of Finance / Chief Commerce Officer

Location: Webster, Texas (We're right by Johnson Space Center!)

About NanoRacks:

NanoRacks is an entrepreneurial aerospace company focusing on providing commercial access to space, currently on the International Space Station (ISS), suborbital vehicles, India's Polar Satellite Launch Vehicle, and more! The company, which was once tagged as the "UPS of Space", has sent nearly 1,000 payloads to the Space Station. NanoRacks kickstarted the CubeSat deployment revolution and has deployed over 250 to date.

Since 2009, NanoRacks has created and expanded new in-space markets and has been the world leader for ushering in a new era of in-space services. Currently, NanoRacks is working to build commercial space stations ("Outposts") from the spent upper stages of launch vehicles in orbit. This technology will enable spent upper stages to be used as crewed and un-crewed space stations for various purposes and customers—both civil and commercial.

NanoRacks will provide and facilitate an ecosystem of interoperable technologies and distributed free flying space stations. The commercial approach to this effort is described in NanoRacks' LEO Commercialization Study, available online here: <http://nanoracks.com/nanoracks-leocom-study-release/>.

NanoRacks prides itself on being the first commercial space station company with customers – customers that come from 30+ nations around the world.

Description:

The Houston-based Director of Operations will take the reins of a high-paced, high energy company of over 50 space-obsessed colleagues.

The ideal candidate must be able to direct many different kinds of operational activities. They must be an excellent leader who can employ the most efficient methodologies and procedures to run the business.

As the Director of Operations, the objectives will include designing, analyzing, improving, controlling and executing efficient operational processes with specific milestone and delivery dates. Rigid milestone and delivery dates are a normal course of business. The development of an effective and cohesive team

is essential in order to fully meet all operational milestones and schedule objectives. Operational problem resolution is expected to be required while keeping customer contractual obligations.

Role/responsibilities:

- Proven experience as Director of Operations or equivalent position
- Ability to Lead, Manage, and Direct commercial development teams
- Ability to effectively build cohesive teams and encourage teamwork
- Ability to delegate assignments for effective management
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements
- Knowledge of the aerospace industry is essential
- In depth management knowledge of diverse business functions and principles such as; assembly, manufacturing, quality, testing, supply chain, customer service (internal & external customers) and industry unique functions such as systems engineering, mission management and in-space operations
- Working knowledge of data analysis and performance/operation metrics
- Familiarity with MS Office, MS Project and various business software (e.g. ERP, CRM)
- Proven ability in resource planning and managing conflicting demands on resources
- Supervise staff from different departments and provide constructive feedback
- Manage procurement processes and coordinate material and resources allocation
- Manage relationships/agreements with external partners/vendors
- Evaluate overall performance by gathering, analyzing and interpreting data and metrics
- He/she has the responsibility of managing the logistics of the organization, developing inventories and budgets with the Director of Finance.
- Extensive knowledge of principles of Aerospace Safety, Quality Assurance, testing, planning and execution
- Overseeing personnel effectiveness

Preferred qualifications:

- Familiarity with the aerospace industry, such as launch vehicles, payloads, and/or satellites
- BSc/BA in business administration or relevant field; MSc/MA will be a plus
- In depth management knowledge of diverse business functions and principles such as; assembly, manufacturing, quality, testing, supply chain, customer service (internal & external customers) and industry unique functions such as systems engineering, mission management and in-space operations

Other requirements:

- You love space, because we do too
- Because we deal with ITAR controlled hardware, you must be a US citizen
- The successful candidate will be required to sign a Non-Disclosure Agreement (NDA)

Compensation:

Competitive with industry standard.

What we're looking for:

Smart, talented, critical thinkers with an ability to handle responsibility in a dynamic and ever-changing landscape. You will own your projects and be results oriented. NanoRacks is a small company (60+ awesome people), but we interface with leaders from all over the world, including NASA, universities and government centers both foreign and domestic, and commercial companies. You will need to be able to work in small and large groups as well as simultaneously execute an entire project on time.

We're fast, fun, passionate, and love sending things to space.

To apply, please send a cover letter and resume to jobs@nanoRacks.com.