



Administrative Assistant

Toronto, Canada

The Company

We are SpaceRyde; building Canada's first rocket to launch small satellites!

Pioneering an industry is not an easy task, but with our combination of experienced founders, high-profile investors and bright team, we have achieved many firsts. We have doubled our staff every year, and will reach space in 2022; so come join us if you'd like to work on the edge of innovation and creativity.

The Role

As part of the operations team, you will play a vital role in supporting the development of SpaceRyde's launch vehicle. You will be challenged daily & need to adapt quickly to achieve tight deadlines.

How to Apply

Email your resume and unofficial transcript to jobs@spaceryde.com

Key Responsibilities

- Handling the day-to-day operations of the office, kitchen, and lab.
- Order, organize and distribute office supplies and maintain inventory.
- Establish office procedures and policies, and ensure compliance.
- Receive and distribute incoming mails and parcels to different teams.
- Prepare financial files and invoices for bookkeeping purposes.
- File physical and electronic copies of invoices and other documents.
- Pick up and drop off parts from local suppliers.
- Arrange accommodation, travel and equipment for off-site work.
- Assist in developing and coordinating company events to boost team morale.
- Provide support for various teams as necessary, to meet our goals.

Requirements

- Bachelor's degree or equivalent from a top university.
- 1+ year experience of general administrative work.
- Valid G driver's license.
- Exceptional ability to problem-solve effectively while maintaining strong attention to details.
- Strong Microsoft Word and Excel skills (or Google's GSuite).
- Excellent communicator; comfortable liaising with internal and external parties.
- Ability to adapt to dynamic schedules, and a focus on efficiency without sacrificing quality.