

# Corporate Office Manager

## Job Details

### Job Description

The Corporate Office Manager is responsible for overseeing the day-to-day administrative and operations of the company. This position reports to the Director of HR in the company.

### Key Responsibilities

- Manages schedules, coordinating meetings, handling communications and resources
- Serves as a central point of contact between staff and leadership
- Plays a key role in strategic planning, budgeting, and financial management
- Oversees expenses, processing invoices, and managing vendor contracts for cost-effectiveness
- Ensures compliance with company policies and relevant regulations
- Coordinates computing resources with the security and IT departments
- Manage space planning such as office moves or workstation changes
- Helps implement systems and procedures to improve corporate office efficiency

### What We're Looking For

- US Citizenship and Texas Residency. Must be able to pass back-ground check.
- Requires a blend of leadership, organizational, communication and problem-solving skills
- Proficiency in software like Microsoft Office, project management platforms, and CRM
- Minimum of associate degree in relevant field (bachelor's degree, a plus)
- Ten years of experience in managing office resources and administrative functions
- Absolutely no criminal records and must be able pass background check

### Benefits

- Industry standards compensation and an opportunity to own company pre-IPO stocks

### Join Our Team

At RTOS™, you'll be part of the dawn of a new era in Aerospace, placing the United States of America at the very forefront of Aerospace pioneering, once again. RTOS™ (pronounced "are-toss") is an American pioneering company that has innovated the most advanced Spacecraft in the Aerospace industry. We value see team members who are focused, precise, and able to work quickly under tight deadlines without compromising quality. If you're interested in advanced aerospace technology, we'd like to hear from you.

## **Qualifications**

### **Behaviors**

- Capable of carrying out a given task with all details necessary to get the task done well

#### Team Player

- Demonstrates strong collaboration skills within a team setting

#### Dedicated

- Devoted to a task or purpose with loyalty or integrity

#### Enthusiastic

- Shows intense and eager enjoyment and interest

### **Motivations**

#### Ability to Make an Impact

- Inspired to perform well by the ability to contribute to the success of a project or the organization