

Corporate Office Manager

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 Person. 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

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

About RTOS

Runway To Orbit Spacecraft (RTOS™) is a cutting-edge aerospace company, leading the industry with innovative spacecraft designs and technologies. Committed to advancing the future of humanity in space, RTOS™ seeks to revolutionize aerospace by executing bold visions beyond traditional concepts. As a pioneering organization, RTOS™ draws upon its own advancements to shape a transformative era in aerospace, highlighting its dedication to innovation and excellence. Based in the DFW region in Texas, RTOS™ continues to push boundaries, solidifying its place as a global leader in space exploration and technology development.