

Position Title / Department	Location	Reports to
Business Operations Coordinator / Administration	Colorado Springs, CO, USA (on-site)	Business Operations Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Immediately

Company Description

PteroDynamics Inc. designs superior autonomous vertical takeoff and landing (VTOL) aircraft systems that fly faster and go farther to reach remote locations without runways, even in harsh conditions. PteroDynamics' Transwing® aircraft is unlike any other VTOL system, performing like a great fixed-wing aircraft with superb VTOL capabilities. Transwing aircraft unfold their wings to transition smoothly and quickly between vertical and horizontal flight, overcoming limitations inherent in other VTOL designs by combining fixed-wing aircraft's speed, range, and endurance with superior VTOL performance in an efficient, highly automated platform. The Transwing is ideal for automating time-sensitive delivery of critical high-value payloads to hard-to-reach locations, including maritime logistics support, payload delivery to remote locations without airstrips, and reconnaissance and surveillance. Seeing is believing. Visit PteroDynamics.com for details and videos.

Position Summary

The Business Operations Coordinator supports general business operations on-site in our Colorado Springs facility. The position coordinates office/facility services, such as assisting with general business, including appointment-setting, general HR, records control, purchasing, inventory, shipping, maintenance, and other administrative activities. The coordinator exercises independent judgment in resolving administrative problems and applicable operating policies. This is a hands-on position with on-the-job training.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Regularly supports and communicates with Engineering, Special Projects, and Operations teams
- Assists with general HR functions such as recruiting, onboarding, benefits, policies and procedures, and employee health and safety
- Manages routine facility duties such as monitoring stock, ordering and replenishing all facility supplies and consumables
- Facilitates and manages inventory utilizing a software tracking system
- Assists with facility management and upkeep, such as meter readings, inspections, and facility projects
- Assists with special events planning
- Supports business with billing, invoicing, and tracking
- Manages incoming and outgoing correspondence, including emails, faxes, and mail
- Files and organizes records, invoices, and other necessary documentation
- Greets customers and visitors to the office, ensuring guests have completed the proper access documentation, are comfortable, and connected with the right office personnel

- Acts as the primary resource for shipping, receiving, storage, and distribution of all items received
- Schedules repairs for general office equipment and maintenance, communicates with and directs vendors
- Occasionally drives to local vendors to pick up supplies
- Other duties as assigned to support an evolving startup environment (training will be provided)

Minimum Qualifications

- High School Diploma or GED (two years of college or equivalent work experience preferred)
- Five years of related work experience
- High computer literacy and proficiency with Microsoft Suite, Google Workspace, Zoom, and other relevant software
- Able to exchange non-routine information using tact and persuasion as appropriate
- Ability to exercise discretion and confidentiality
- Strong oral and written communication skills
- Displays flexibility and an aptitude for learning
- Excellent organizational and time management skills
- Great customer service and interpersonal skills
- Keen attention to detail
- Problem-solving and basic troubleshooting skills
- Comfortable in a fast-paced environment
- Displays flexibility and an aptitude for learning
- Excellent organizational and time management skills
- Comfortable interacting and building relationships with individuals at all levels of the organization
- Superior work ethic and organization skills
- Personal vehicle and valid driver's license (mileage reimbursement provided)

Other Qualifications & Desired Competencies

- General HR experience
- Bookkeeping experience

Company Values

Framework for our Values:

- People
- Excellence
- Accountability
- Knowledge

People: We value relationships with our colleagues and customers while embracing and upholding the worth of every individual

- Trust - we push down responsibility in decision-making to the lowest level that makes sense while maintaining accountability
- Respect - we always maintain respect for ourselves and others
- Communication - we encourage open communication and respect for all perspectives
- Enjoyment - together, we create an enjoyable environment

Excellence: We have a mindset of excellence at all times

- Pursuit of Excellence - we are passionate about our work and strive for superior outcomes at all times
- Incremental Approach to Success - We agree that bringing our best each day is essential and that incremental improvement matters
- Willingness to listen and learn - we believe success requires remaining humble, having an open mind, and listening to constructive input
- Coaching - being a great teammate includes a willingness to be coached and taking the time to help others achieve excellence
- Measuring Success - we measure our success not only by how much money we make but also by the satisfaction of our workforce and the value of the solutions we bring to the world

Accountability: We believe the foundation of trust is accountability

- Collaboration - we recognize that our success depends on how well we work together
- Personal Responsibility - we believe in holding ourselves accountable, starting with self-accountability and including accountability to co-workers/teammates and ultimately to our customers and our shareholders
- Consistency - our happiness, productivity, and ultimate success all require consistency from subordinates and managers alike
- Professionalism - we believe that our attitude and approach to our work and how we handle ourselves are crucial and will be recognized by our peers and our customers
- Courage - we do what is right and are not tempted to create shortcuts, avoid hard work, or do the wrong thing because it is easy or expeditious
- Merit - hard work is recognized and rewarded

Knowledge: We believe that innovation and success depend on gaining, documenting, and sharing knowledge

- Knowledge Gain—we remain inquisitive and seek data and information to gain and build knowledge.
- Knowledge Sharing—we believe in the open sharing of information rather than having it exist in silos.
- Knowledge Documentation—we believe that insights gained during research and development and from customer and stakeholder feedback must be documented so that others may understand and build upon those insights.
- Customer Needs—we can only provide a superior solution if we truly understand our customers' needs and requirements.

Compensation

Salary Range: \$60,000 - \$65,000 annually DOE

What We Offer

At PteroDynamics, you will have the opportunity to significantly impact the future of aerial technology through creativity and innovation. The company offers a comprehensive compensation package, which includes a competitive salary, stock options, company-sponsored medical insurance, dental, vision, term life insurance with an AD&D rider, 401(k) plan with up to 3% matching by the company, long-term disability, paid time off, paid holidays, paid sick time, and a collaborative, inclusive working environment in an exciting, growing startup company.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to accommodate individuals with disabilities reasonably. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

PteroDynamics is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable. If you're ready to join us in reshaping the future of UAVs, we encourage you to apply for this position and bring your unique technical brilliance to our team.

How to Apply

Submit resume to careers@pterodynamics.com