



## **Office Assistant - Part Time**

Umbra Lab, Inc. (“Umbra”) is a Santa Barbara, CA venture-backed technology company developing next-generation space systems. We are looking for mission-driven professionals to join Umbra. We are building a bold, experienced team of payload developers and spacecraft systems engineers to aggressively expand the state-of-the-art for commercial remote sensing. Join our team to embark on an exciting, innovative and meaningful career. Every team member can have a significant and essential impact, and career growth is unlimited. The commercial remote sensing industry is experiencing meteoric growth – this is a chance to change how humans and machines use data from space.

We are looking for a talented part-time Office Assistant to support general office operations. The ideal candidate for this position is highly organized, professional and a team player who works well with diverse colleagues, vendors and customers. This position additionally requires an individual who is proactive, responsive and self-motivated, with the ability to anticipate needs, prioritize tasks, and pursue solutions across multiple projects simultaneously.

### **Key Responsibilities**

- Screen, schedule and accompany visitors to the company according to policy
- Organize and support employee welfare, internal and external meetings and events
- Manage inventory of food, drinks and small office equipment
- Help manage deliveries and shipping
- Support facilities management
- Collect and distribute mail
- Support company clerical needs
- Perform other administrative and office management tasks as needed

### **Basic Qualifications**

- Strong proficiency with GSuite (Gmail, Google Calendar, Google Drive)
- Experience with MS Word, PowerPoint and Excel
- Excellent organizational and communication skills
- High integrity, reliability and professionalism
- Ability to anticipate needs and identify solutions
- Fast learner and growth oriented
- Strong attention to detail
- Comfortable working in a dynamic and fast-paced development environment

### **Desired Qualifications**

- Technology savvy
- Prior experience in office administration or as an executive assistant

### **Additional Requirements**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. All persons hired will be required to be a U.S. citizen, a lawful permanent resident of the U.S., or protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State.

To apply: Email resume to [careers@umbralab.com](mailto:careers@umbralab.com).