

## Operations Associate

Location: Bari, Italy  
Type: Full-Time

### About Astradyne:

Astradyne is an innovative and fast-growing startup in the aerospace sector. We specialize in deployable structures for both space and terrestrial applications, combining flexible electronics with advanced fabrics. Our flagship product, SolarCube, is an origami-inspired solar panel that sets new standards for power efficiency and compact design in the industry. We are committed to developing revolutionary technologies that redefine the limits of what is possible.

### Job Description:

We are looking for a versatile, highly organized **Operations Specialist** to join our team. This central figure will support our daily operations, significantly contributing to the efficiency and effectiveness of our internal processes, as well as our overall success.

### Key Responsibilities:

- **Document Management:** Maintain and organize administrative documentation, ensuring accuracy and timeliness.
- **Financial Support:** Ensure accurate accounting and support billing activities, interacting with the accountant to ensure financial compliance.
- **Human Resources Activities:** Provide assistance in human resources management activities, including collaboration with the labor consultant on personnel management issues.
- **Research and Drafting of Proposals:** Actively participate in the research and drafting of proposals for regional, national, space agency, and European Commission tenders.
- **Office Management:** Coordinate daily office activities, ensuring an efficient and productive work environment.

### Qualifications:

- Proven experience in an administrative and/or operational role.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Excellent knowledge of English, both written and spoken.
- Ability to work independently and as part of a team.
- Experience or interest in the space sector is a plus.
- Experience or interest in working with institutional proposals (e.g., European Commission, regional grants) is a plus.

### Benefits:

- Opportunity to lead a team in a cutting-edge aerospace environment.
- Competitive salary.

- A culture that values innovation, teamwork, and professional development.

**Application Process:**

Interested applicants should submit a resume, a cover letter detailing their experience in managing technical teams and bringing space-qualified products to flight status, and any relevant documentation or portfolio samples at the following email:

[careers@astradyne.space](mailto:careers@astradyne.space)

Astradyne is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.