

## Operations Manager

**Blackswan Space** is making satellites autonomous – a cornerstone for enabling the future space economy as space traffic rapidly increases. We currently have two products, operate in 3 different countries and plan to increase our head count to 50 people over the next 18 months.

We are looking for naturally curious minds with a can-do, practical attitude eager to satisfy their inner astronaut. This is a hands-on role covering a wide variety of company operations, hiring and executive support – ideal for someone early in their career who wants exposure across the entire organisation.

If you are a natural self-learner, not afraid to face organizational challenges and want to grow alongside a fast-moving space startup – this is a unique opportunity for you !

### Job Description

As an instrumental part of our management and operations team you will:

- Support the management team in their day-to-day activities including managing internal calendar, organizing internal and external meetings, preparing documentation.
- Ensure smooth daily operations in our Vilnius office including organizing external customer and partner visits, company events.
- Contribute to the build out of company's internal processes (onboarding, expenses, supplier management, holiday booking etc.).
- Support our finance team with timely submission of expenses reports.
- Help book business trips and support the team during them.
- Be a culture carrier – celebrate wins, welcome new joiners, and help create a workplace people genuinely enjoy.
- Support our hiring managers with screening, meeting setup and negotiations with candidates, ensuring a smooth hiring process.

## **Job Requirements**

- At least 1 year of experience working in a technical organization.
- Fluent in spoken and written English.
- High attention to detail and low tolerance for inefficiencies.
- Owners' mindset: take responsibility, follow through and if needed ask for forgiveness, not permission.

## **Assets**

- Previous experience working in a startup.
- Good knowledge of AI tools and experience in using them.

**Job Location:** Vilnius, Lithuania.

Employment Type: Full time on-site

Salary range: €1,600 – 2,100/month NET depending on experience

Working at **Blackswan Space** - What's in it for me?

- Be a part of a growing international team that is not afraid of tackling some of the hardest problems in the space industry.
- Flexible and supportive working environment with real ownership of your work.
- Work alongside ambitious individuals who share your values and are passionate about the future of the space industry.

To Apply: Please send your CV to [info@blackswanspace.com](mailto:info@blackswanspace.com)