
About Alén Space

Alén Space is a **New Space** company focused on the development of missions based on Nanosatellites as well as products and services related to them. Our mission is to help our clients to develop their business plan designing, manufacturing and operating satellites in order to execute the application they need.

While Alén Space is a new company, our team has been involved in several complete Nanosatellite missions, from specification to delivery, during the last **11 years**. Alén Space technical team is composed of systems engineers, electronic engineers, AIV engineers, software and operations engineers and project managers; with a large experience on IOD, communication, commercial and scientific missions, with private and public institutions such as the European Space Agency.

Alén Space's value proposition resides in the flexibility and expertise of our **team**. We utilize our design and testing methodologies, which allow the use of components from various suppliers, to create the most suitable platform for the requested mission. During the last 11 years, all our nanosatellites missions have been fully designed in house, following the same multi-provider approach, resulting on a 100% success rate in orbit, for all launched missions.

At Alén Space, **quality** and **flexibility** in the design, manufacturing and testing are hallmarks of the company. The quality of the process is achieved through meticulous testing and verification processes, keeping traceability of all the executed activities. The flexibility is achieved thanks to the proximity relationship with our clients and to our supplier agnostic approach. This relationship aims not only at easing the communication process but also at allowing our commercial clients to take an important role on the design aspects. In this line, we design the most flexible spacecraft platforms, to accommodate subsystem suppliers' changes without heavily impacting the overall mission. Our systems and AIV engineers work closely with the client, in order to take decisions and involve them in the process.

Our team has created what we have termed the **Alén Space Matrix**, a work method that applies the strict quality standards set by the European Space Agency (ESA) and the European Cooperation for Space Standardization (ECSS). All of our management, system engineering and AIV processes are based on those standards.

Quality, Flexibility, Scalability, Proximity, Expertise and Success define all Alén Space values.

Do you want to orbit with us? We offer the opportunity to join a challenging space project together with a self-motivated team with great experience in the design and manufacturing of satellites and with many missions of history!

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Job Description

The candidate will support managing directors in the administrative tasks, including support to accounting and HR management, and will be in charge of the office day-by-day tasks (procurement, event and travel coordination, etc.).

Position Tasks and Responsibilities

The following tasks will be assigned to the candidate:

- Support accounting of the company (data entry, receipts and invoices tracking and generation, interface with banking, insurance and finance institutions).
- Support preparation, presentation and justification of documentation for public support funding
- Assisting HR management (payslips and timesheets distribution, support recruiting process, new employees welcome).
- Procurement process and inventory (payments, purchase orders generation, invoices and suppliers management, receiving goods).
- Travel management (booking transport and accommodation, payments and invoices management).
- Creating, maintaining, reviewing, filing and organizing office paper and electronic documents, such as invoices, reports, memos, and other administrative records.
- Overseeing office maintenance and supplies.
- Planning and coordinating events.
- Preparing presentations, reports and make recommendations to ease directors' decisions.

Candidate qualifications and skills

The candidate must have a Bachelor or Master's degree in Business Administration, a diploma of Higher Technician in Administration and finance or equivalent formation.

The **required** experience and skills are:

- The applicant must be fluent in English.
- Relevant experience in company accounting and fiscal duties under Spanish Laws.
- Exceptional organizational and time management skills
- Fluent in the use of office software tools, computer word processing, spreadsheet, and database applications.

- Reliability and discretion: you will often learn of confidential matters.

It will be also **desirable** the following qualifications and skills:

- Previous experience with HR duties.
- Communicating clearly, both in writing and verbally, in order to create a clear and communicative environment with employees, colleagues, and directors.
- Have good analytical, organizational and reporting skills, being able to gather, monitor, and analyze all types of quantitative and qualitative data into informational reports and presentations.
- Being able to prepare appealing marketing presentations.

The applicant must be able to work autonomously in an effective manner; while cooperating in a potentially international and culturally diverse team. Moreover, the applicant must have a pro-active attitude to solve problems individually.

The applicant must be eligible to work and live in the EU.

Conditions

We offer a full time contract.

- ❖ Location: Vigo area (Spain)
- ❖ Starting date: Immediate

If you are a proactive person and want to commit yourself to a present and future project, **we hope to receive your CV** in one of the following URLs:

[English] <https://alen.space/careers/>

[Spanish] <https://alen.space/es/trabaja-con-nosotros/>