

## Operations Coordinator

The International Space Federation is looking for a dedicated Operations Coordinator to work the full scope of the business's operations, ranging from production and logistics to internal processes, events organization, and development projects. You will report to and support our Operations Manager.

### **About us**

The International Space Federation (ISF) is a research and development organization dedicated to scientific discovery, technological advancement, and education. Its foundation is built upon the development of gravity control as a novel form of propulsion and harnessing quantum vacuum energy as a sustainable power source. Our R&D headquarters are located in Haute-Savoie.

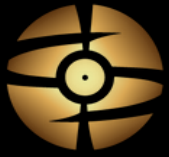
The team's research and publications are driven by the unification of scientific disciplines and promote collaboration with the global academic community. ISF's innovative approach is positioned to catalyze advancements in energy production and transportation, addressing the ecological challenges of our time with sustainable solutions.

***Join our mission to make the World a better place!***

### **About the role**

#### *Responsibilities*

- Manage production planning from stocks and logistics to fulfillment.
- Implement and manage a new stock software.
- Source and coordinate manufacturers and develop solid professional partnerships with them.
- Collaborate with designers and marketing team to develop new products.
- Manage and improve customer support.
- Keep inventory on track and anticipate orders following the marketing calendar.
- Coordinate with marketing for sales campaigns.
- Contribute to the design of internal processes and identify key improvements.



- Assist in event organization with logistics and vendor management.
- Take part in internal development projects when appropriate.
- Support the daily operations of the business.
- Support the site facilities management.

## **About you**

### *Skills and background*

- 3 years of experience in a similar role, including a first involvement with logistics is required.
- Solid project management skills are essential.
- Fluent in English and French is imperative.
- Tech savvy, proficiency in MS Office suite and project management software.
- Previous experience with event organization is a plus.
- Excellent verbal and written communication skills.
- Ability to deal with people at all levels across a multicultural environment.
- Sound judgment and ability to maintain and respect confidentiality.
- Capacity to work autonomously and as a team player.
- Ability to work on very different projects in parallel, to prioritize and manage own time in a fast-paced and ever-changing environment.
- Flexible and eager to learn.
- Methodical, organized, excellent attention to detail.
- Empathetic and enthusiast.
- Mission-driven and eager to create a positive impact in the World.

## **What we propose**

- Competitive salary.
- Complementary health insurance covered by the company (employees and children).
- Wellness sessions.
- Performance bonus and profit-sharing package.
- Holistic work environment.
- Flexibility and autonomy in employee's work organization.
- A place for growth and career evolution opportunities.

If you want to join, we invite you to send us your CV with a brief motivational introduction to [cristina@spacefed.com](mailto:cristina@spacefed.com)

Thank you for your time!