



## Executive Assistant

Umbra Lab, Inc. is a technology company in Santa Barbara, California. Umbra is looking for a talented, driven professional to work closely with senior-level management as an Executive Assistant. This key position will be responsible for providing high-level executive, administrative, and organizational support to the President. The Executive Assistant position will perform immediate functional and administrative activities, including business task coordination with the President and CEO, office administration and organization, general clerical duties, and facilities management.

Candidates must be excellent communicators and possess general technological and mathematical abilities. Candidates must also be highly organized, responsive, and task-oriented, with meticulous attention to detail. The ideal candidate is a strong team player who thrives in a collaborative setting and works well with individuals at all levels of the organization.

### Key Responsibilities

- Coordinate and implement office policies and processes, including logistics and facilities management.
- Employee acquisition, onboarding, and benefit management.
- Administration of office filing system.
- General accounting, payments and reconciliation in accounting software.
- Scheduling and tracking of critical dates.
- Document control, review, and editing.
- Participate in customer acquisition and CRM management.

### Qualifications

- 2+ years of professional experience as an executive assistant or a similar role.
- Proficiency with Microsoft Office and GSuite (Gmail, Google Calendar, Google Drive) required.
- Proficiency with accounting software products such as Paychex Payroll, QuickBooks Online, QuickBooks Pro, and/or other accounting software a plus.
- Excellent business-level communication skills (both written and vocal).
- Proactive, responsive, self-motivator who will anticipate needs and find creative solutions.
- Ability to multi-task and juggle multiple projects simultaneously.
- High degree of integrity and discretion.
- Highly organized and task oriented.



## **Additional Requirements**

To conform to U.S. Government space technology export regulations, the applicant must be a U.S. citizen, a lawful permanent resident of the U.S., 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. Learn more about ITAR here: [https://www.pmddtc.state.gov/?id=ddtc\\_kb\\_article\\_page&sys\\_id=24d528fddbfc930044f9ff621f961987](https://www.pmddtc.state.gov/?id=ddtc_kb_article_page&sys_id=24d528fddbfc930044f9ff621f961987)

## **Benefits**

- Professional Work Environment
- Flexible Vacation
- Medical, Dental and Vision

### ***About Umbra Lab, Inc.***

*Umbra Lab, Inc. is a venture-backed space company developing next-generation space systems. We are looking for mission-driven professionals to join Umbra Lab. 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 will have a significant and essential impact, and career growth is unlimited.*

*The industry is just beginning meteoric growth – this is a chance to change how humans and machines use data.*