



# AltaRange

## AltaRange – Administrator

c.£18-£20k Depending on experience

Permanent, Full Time

25 days Annual Leave plus Bank Holidays, Pension

Machrihanish Airbase, Campbeltown

AltaRange is a commercial range services provider dedicated to low-cost range solutions for orbital and sub-orbital spaceflight activities. AltaRange is performing research and development of antenna systems at Machrihanish Airbase and is looking for a Project Engineer to join the company to support its activities at the site.

This role involves supporting with HR and business administration, managing the business procurements and supporting with business development. The successful candidate will have the option to hybrid between home and Machrihanish Airbase.

### Outline of Duties:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments etc. for the AltaRange team
- Manage correspondence and deliveries (e-mail, letters, packages etc.)
- Manage budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office and workshop supplies and place orders when necessary
- Support with business development
- Assist colleagues whenever necessary
- Liase with suppliers and track procurements
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries

### Skills & Attributes:

- Self-starter (note that the AltaRange team are largely remote, so you must be able to work without supervision for long periods of time);
- Excellent written and verbal communication skills;
- Organised, dedicated and conscientious, with attention to detail;
- Experience managing finances and books;
- Experience with sourcing and procurement;
- Talent in negotiations and networking
- Comfortable working with management software and Microsoft Office;
- Proficient with using Excel;
- Aptitude in decision-making and working with numbers.



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You must have permission to work in the United Kingdom. Eligibility will be checked prior to contract of employment being issued.

Due to the nature of AltaRange's business, a Disclosure and Barring Service (DBS) check will be performed prior to contract of employment being issued.

AltaRange is an Equal Opportunities employer

**Closing date:** 31 December 2022

Please submit your CV with a covering letter to [recruitment@altarange.com](mailto:recruitment@altarange.com)