Job opening: Operations Manager

Antora Energy is an early-stage startup on a mission to move electricity grids worldwide away from fossil fuels and towards clean, renewable energy by commercializing inexpensive, reliable energy storage. Our team has created an ultra-low-cost storage technology by combining extremely inexpensive thermal storage media with a high-efficiency thermophotovoltaic heat engine. When wind and solar electricity is in excess, it is used to heat an inexpensive storage medium, where energy is stored as heat for hours or days. When consumers demand power, photovoltaic cells are used to capture the thermal radiation emanating from the hot storage medium and convert it back into electricity. Antora Energy is committed to building a diverse and creative team dedicated to making the world a better place.

Position Summary: We are looking for a passionate and energetic problem solver to lead all aspects of Antora’s office operations, including financial, human resources, government contracting, and administrative functions. This position is a unique opportunity to be deeply involved in helping a small startup grow into a flourishing business with a big impact on clean energy and climate. It will require dedication, flexibility, creativity, and a willingness to tackle a diverse set of challenges.

What you’ll do

• Help build a supportive and energizing office culture
• Handle an ever-changing list of tasks as the organization grows
• Be the “hub” for company systems and the go-to problem solver for daily operations
• Lead the search for a new office/lab space for Antora and manage the move from our current space
• Oversee the administration of multi-million-dollar state and federal grants and contracts
• Assist in the preparation of new proposals for federal and state funding, including federal budgeting
• Be a bridge between the Antora team and our accounting firm, working together to manage employee timecards, payroll, accounting, invoicing, and government reporting (the detailed execution of these functions are handled by our accounting firm; the candidate will coordinate the execution of these functions, making sure they are accomplished on time and with the necessary information from other Antora employees)
• Lead HR logistics, including creating & posting open employment descriptions, coordinating candidate searches, managing employee benefits & travel, and assisting in creating employee handbooks
• Manage vendor relationships, contracts, purchase orders, invoices, and other records
• Manage government registrations and compliance
• Directly support the team in business, financial, and logistical operations
• Schedule meetings and effectively communicate with customers, partners, and investors
• Manage supplies, equipment, file systems, and basic IT infrastructure
• Organize and budget company events like team celebrations, retreats, and conferences

Contact: hiring@antora.energy
Antora Energy

This is a broad and diverse list of responsibilities, including both general operational functions and highly specific and specialized functions. We realize that qualified candidates may not have experience in all of these areas. Top candidates will likely have expertise across multiple specific areas listed above, but this is not a strict requirement for the position. The important thing is an excitement to learn and a dedication to doing what needs to be done.

What you’ll need
- Experience in an administrative or operations role, preferably in a startup or small business
- Excellent verbal and written English skills to communicate with our team members, collaborators, vendors, and other external partners
- Comfort with problems you haven’t encountered before, energized by the challenge of solving them
- Comfort with technical concepts and language
- Familiarity with Microsoft Office (Word, Excel, PowerPoint), Dropbox, Google calendar, etc. and the ability to become proficient with new software and systems quickly
- Ability to effectively interact with a broad range of colleagues
- Dedication to getting the job done, no matter how big or small
- Compassion and respect for teammates, and a passion for helping those around you
- Passion for new technologies, renewable energy, and environmental stewardship

Benefits:
- A competitive salary
- Substantial stock options
- A premium benefits package, including:
  - 100% employer-coverage Anthem PPO Gold health plan
  - Option for Anthem PPO Platinum health plan, with employer-coverage up to Gold level
  - Vision and dental coverage
  - Life insurance
  - 50% coverage for dependents
  - 401(K) plan
- A flexible schedule
- The opportunity to be a leader in a rapidly-growing organization
- A supportive, respectful, and creative environment
- The ability to work with a team of kind, energetic, and passionate people
- The opportunity to work in an environment in which your everyday actions have the potential for enormous impact in clean energy and climate

Location: Antora is currently located in Berkeley, CA, but will be moving in the next few months to a new location that will likely be in the East Bay, accessible from anywhere in the Bay Area.

How to Apply: Send a cover letter and resume to hiring@antora.energy; include the position title in the subject line.

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