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## **Job Description**

**Job Vacancy :** Office Manager/Administrative Support

**Date:** 04/07/2023

**Location:** Madison, Wisconsin

**Salary:** Competitive Plus Benefits

**Hours:** Full Time

**Contract Type:** Permanent

**Reporting to:** Thomas Sunn Pedersen and supporting the Senior Leadership Team

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### **About Type One Energy**

Fusion energy is the clean power at the center of stars. Mastered here on earth, its unique advantages will rapidly disrupt carbon-based fuels to become the primary form of baseload power on the planet.

**Type One Energy** is a fusion energy startup applying innovations in additive manufacturing, quasi-symmetry, and HTS magnets to commercialize an economical stellarator power plant. The stellarator is an innovative marriage of elegant physics, engineering artistry, and practical utility.

Founded by experts and technology from the University of Wisconsin, Type One Energy is a world leader in stellarator R&D with the mission to provide clean and affordable fusion power to every city across the globe.

In collaboration with our public and private partners, we are uniting the outstanding operation of a stellarator with breakthroughs in theory, additive manufacturing, and high temperature superconducting magnets. We are producing an economical fusion power plant to be deployed worldwide in the shortest amount of time.

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### **About the role**

Type One Energy is seeking an Office Manager with excellent skills in office administration, administrative support and purchasing to join its team. The role of Office Manager in the company will be to provide general administrative support to our employees and ultimately ensuring the smooth running of our offices, to improve the companies procedures and daily operations.

The position will be working out of our offices in Madison, Wisconsin and will involve collaboration with cross-discipline teams and supporting our business operations. We are looking for an experienced and motivated individual with a proven track record of supporting office operations in similar start up environments.

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## **Responsibilities**

- Coordinate the day-to-day operation of the Madison offices, including purchase orders, budgets, and functionality of the office location.
- Provide administrative support to any colleagues or visitors as needed.
- Provide travel and scheduling support to the Senior Leadership Team.
- Maintain a safe and healthy work environment by establishing and enforcing procedures complying with legal regulations.
- Support the CFO and other leadership in managing contracts with office vendors, service providers and office lease provider, as required.
- Reception duties including answering emails and postal correspondence with clients and employees.
- Liaise with facility management vendors including cleaning, catering and security services.
- Providing administrative support for the team as needed, including filing of documentation and purchase orders etc.
- Manage office expenses to support the business operations as we grow.
- Help support new employees with necessary coordination with Finance, HR and IT teams for onboarding, IT equipment, office supplies and desk set up etc.
- Manage all inbound and outbound deliveries.
- Facilitate cross-country collaboration and provide an excellent employee experience.

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## **Desired Skills, Qualifications and Experience**

- Proven experience as an Office Manager in dealing with change and growth.
- A degree in business administration or similar qualifications would be desirable.
- Experience of managing vendors and purchasing office equipment/ essentials.
- Strong working knowledge of office administration responsibilities, systems and procedures.
- Proficiency in MS office (MS Excel, Word, Power Point and Outlook) and Calendar/ scheduling software.
- Experience working in a fast-paced office environment, able to manage multiple priorities and stakeholders.
- Business acumen and the ability to professionally interact with a diverse and dispersed team.
- Excellent customer service and people engagement skills.
- Strong work ethic and being able to adapt and change as we scale and grow.

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## **To Apply**

Please send your CV and cover letter to Sam Belazka at [sam.belazka@typeoneenergy.com](mailto:sam.belazka@typeoneenergy.com) and for more information please visit our website at [www.typeoneenergy.com](http://www.typeoneenergy.com).