

About the role

Position Title	Operations Assistant
Team	Management
Reports to	Executives
Employment Mode	Casual, non-standard hours, work from home options available upon conditions to be discussed
Estimated Weekly Commitment	4 to 20 hours
Location	Auckland, New Zealand
Key Responsibilities	◆ Derive actionable items from meetings, discussions, and decisions. ◆ Oversee detailed project management and task allocation. ◆ Conduct timeline reviews and progress tracking or scheduling. ◆ Create non-linear project flowcharts to visualize interdependence. ◆ Simplify complex projects into clear timelines and executable steps. ◆ Constructing and using Gantt chart. ◆ Performing risk analysis and constructing risk registers for events and trips. ◆ Plan and coordinate events ranging from 10 to 200+ attendees, including logistics, scheduling, and venue arrangements. ◆ Translate complex concepts into clear presentations, posters, and documents to effectively communicate ideas to the public. ◆ Identify and digest requirements for text content and visual designs. Communicate and express the requirements in a clear and easily understandable manner. Guide internal and external teams to construct and complete the visual and text product. ◆ Draft professional emails and communicate confidently with suppliers, industry contacts, commercial partners, and academia. ◆ Manage logistics, including international coordination and inventory control. ◆ Organize and lead brainstorming sessions and project review meetings. ◆ Contribute problem-solving insights and creative ideas to the executive team. ◆ Gather and process information, including requesting commercial quotes.

Practical
Sci. Lab

Soft Skill Requirements	◆ Good time management ◆ Strong communication skills ○ Scientific communication or public speaking ○ Team collaboration ○ Timely response ◆ Attention to detail ◆ Patient ◆ Proactive ◆ Independent thinking Nice to have: ❖ Passionate about space, innovation and education
Technical Skills and Requirements	◆ End of second year university or above, Master and PhD preferred. ◆ Have a minimum of 1 year experience in event management / management/coordination roles. ◆ Basic STEM foundation at high school or university level. Able to understand high-level targets in technology driven projects. ◆ Competent in using AI tools such as ChatGPT and Copilot to produce ethical and accurate results and summaries. ◆ Proficient in Microsoft Office software, including PowerPoint, Word, Excel, OneNote, and SharePoint. ◆ Proficient English writing skills. ◆ Flowchart design with logical thinking. ◆ Problem-solving. ◆ Proficient in managing parallel tasks. ◆ Basic data analysis.
Additional Employment Benefits and Potential Opportunities	◆ Visit laboratories where satellites are designed, built and controlled. ◆ Communicate and network with leading professionals and organizations in the field of astronautic engineering. ◆ Interact and network with local and international suppliers and institutes. ◆ Be a part of the network with highly talented students and staff globally. ◆ Continuous learning opportunities are available through project involvement and mentorship. ◆ Gain insights into global trends in aerospace and the latest advancements in technology across a wide range of disciplines. ◆ Potential conference trip to the USA. ◆ Hosting and organizing large-scale conference events. ◆ Seeing rocket launch in person or in mission control center.

About Us

The Practical Science Laboratory (PSL) is an education organisation dedicated to transforming theoretical knowledge into practical experience. Our mission is simple: true understanding comes from practice. We bridge the gap between classroom learning and real-world application by creating opportunities for students to engage directly with cutting-edge science and technology. Our core capabilities were developed from foundational work in spacecraft mechanics and satellite systems. Founded with the belief that science should be both accessible and actionable, our mission is to cultivate curiosity, critical thinking, and a sense of purpose in future generations.

Working with Us

Working with us offers a unique opportunity to be part of a satellite program. The mission serves educational purposes and makes a real-world impact. You'll gain continuous exposure to the latest developments in engineering research and cutting-edge technology, with insights into active research directions across multiple disciplines. Above all, PSL offers a platform that empowers growth, collaboration, and innovation toward a shared future for humanity.

Recruitment Process

1. Application Submission

- Submit your **CV** and **cover letter** (recommendation letter would strengthen your application).
- Applications will be reviewed based on relevance and suitability.



2. Technical Round

- ◆ Congratulation on passing stage 1 and entering the technical round! This round is designed to assess your ability to apply skill and knowledge in real-world scenarios.
- ◆ You will receive an **information package** outlining a problem or task. You will be assigned a staff contact for clarification or questions during this stage.
- ◆ Let us know when you are ready for the challenge. You will have **one week** to formulate your solution from the day you receive the information package..
- ◆ Present your solution through a **recorded video**, addressing the following points:
 - How did you approach the problem?
 - What is your proposed solution?
 - What improvements could be made upon your solution?



3. Interview Stage

- ◆ Shortlisted candidates will be **invited to an interview**.
- ◆ The interview will include:
 - General interview questions.
 - Discussion of your proposed solution and potential improvements.
 - A short technical question related to the role.
- ◆ This is also an opportunity for you to discuss your interests and goals with us.



4. Conditional Offer

- ◆ Successful applicants will receive a **conditional offer**, subject to:
 - Background check
 - Police vetting
 - Fixed-Term Employment (Trial & Training Period)
- ◆ A **3-month paid trial and training period** will apply for new hires.
- ◆ After successful completion, candidates may be **considered for a long-term role** within the organization.