

## Office Manager

Are you looking to join a high-tech 3D printing company that helps develop the next generation of spacecraft and electric vehicles? Fortius Metals is leading the effort to bring stronger metal alloys to large format robotic additive manufacturing (AM). We are a venture-funded, early stage, high growth company whose products have received multiple awards for high performance applications. We enable stronger, lighter fabrication for aerospace and defense customers with our patented 3D printing and welding alloys. Our long-term goal is to re-shore manufacturing in the USA.

We have an immediate opening for an office manager to join our growing team. This position will help Fortius Metals scale up our organization for production of our advanced welding wires, designed for 3D printing using the Reactive Additive Manufacturing (RAM) technology that enables high performance parts to be printed using wire-DED processes. This role will work cross-functionally with the CEO, Engineering, Sales, Marketing, and Operations.

Located in Lafayette, CO, this position is a foundational role in an emerging company. Fortius Metals offers a competitive salary commensurate with experience, a fun work environment, excellent health, dental, and vision benefits, and an equity position.

***All candidates must be United States citizens. Candidates may be required to perform a background check and reference verification, credit check, and/or preemployment drug screening. No relocation reimbursement. Candidates submitted by third-party agencies will not be considered.***

### What you'll do:

- Support and assist CEO as required, including daily communications from various sources; travel arranging travel; maintaining schedule; gathering report details (e.g., expense, credit cards, etc.) and matching detail for reports with accounting; prep for meetings, events, and conferences
- Maintain schedules governing conference and other common meeting areas
- Support senior management as time permits
- Provide support to all employees on matters within responsibilities of office operations and management
- Maintain a professional appearance of the office, kitchen and other non-manufacturing communal areas and develop, implement, enforce, and revise as necessary processes and procedures for administrative operations
- Oversee daily office activities including shipping and receiving; maintenance of facilities; and office equipment
- Maintain office supplies, order as necessary for inventory and as special needs arise
- Maintain all in-office disclosures of HR policies and other payroll disclosures as required by federal and state law
- Conduct for new hires administrative onboarding, as guided by HR, and conduct other onboarding tasks as directed by CEO
- Plan, conduct and manage in-house and off-site activities
- Assist with registering for trade events/conferences and planning, organizing, shipping, receiving and administration of trade shows and events where Fortius has booth participation

- Manage all aspects of space/infrastructure planning (e.g., moves, additions, changes to workstations) and provide answers, resources, and solutions when requested
- Assist as required with gathering data for payroll processing and maintain status as backup for payroll processing
- Ultimately achieve smooth and efficient administrative and office operations

**What you need to know:**

To be successful in this role, you need to be a self-starter that can thrive in ambiguity, identify problems and quickly resolve them, and provide definition to the previously undefined. You should have a strong commitment to quality and safety – and you should have the discipline required to maintain both in a fast-paced environment. You will be dependable and hard working. You will need to balance a scrappy, get-it-done attitude with a vision for the long-term processes required for scaling and efficiency.

- Professional appearance and attitude
- Excellent oral, telephone and email communication skills
- Experience with a variety of office software (email, spreadsheets, databases, document creation) and at ease with conducting, assisting, and managing administrative responsibilities
- Excellent time management skills
- Ability to learn how best to provide admin assistance to other team
- Ability to respect the perspectives and ideas of those with a different background, education, and culture than yourself.
- High attention to detail with excellent communication, documentation & organization skills.
- Natural curiosity and willingness to learn
- Dependable and hard working
- Takes initiative and has a sense of urgency
- Confident and positive attitude
- Great team worker

**Nice to Have but not required:**

- Accounting experience
- Manufacturing, aerospace, defense, or services industry experience

**Benefits:**

- Benefits include: Excellent medical, dental, vision, basic and supplemental life insurance, short and long-term disability, 401K with a company match of up to 4%
- Paid Time Off: Unlimited and 10 company-paid holidays

If you meet these requirements and want to join a fast-growth company, email your cover letter and resume to [resumes@fortiusmetals.com](mailto:resumes@fortiusmetals.com) Include Job Title “Office Manager” in the subject of your email.

Fortius Metals is an Equal Opportunity Employer. We value diversity and are committed to creating an inclusive environment for all employees. All aspects of employment are decided on the basis of qualifications, merit, competence, performance and business need.

[www.fortiusmetals.com](http://www.fortiusmetals.com)