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# Operations Coordinator

## LOCATION

St. Louis, MO

## COMPENSATION

Competitive,  
commensurate with  
experience

## THE COMPANY

Impossible Sensing develops next-generation optical sensing applications for deployment and operation in the most extreme terrestrial and extraterrestrial environments. We strive to foster a creative, collaborative, and inclusive work environment that combines the best minds with the most innovative optoelectronics and data analytic technologies. We're looking for candidates to join our growing team (of full-time geniuses) in St. Louis, MO. We offer a competitive salary and benefits, commensurate with experience.

## THE POSITION

Supports a multi-disciplinary team and manages the day-to-day functional requirements of supporting a state-of-the-art research facility.

## SPECIFIC RESPONSIBILITIES

- Work directly with COO to develop and implement new systems or modify existing systems to increase efficiency in day-to-day operations across all departments
- Develop, implement, and maintain operational policies/procedures to meet organizational goals
- Work with C-Suite and team leaders to learn departmental needs and goals and actively pursue strategic and operational objectives for the organization
- Maintain office equipment and troubleshoot software. Monitor for problems, taking immediate action where possible and escalating when required
- Perform financial support functions including AP/AR and invoicing, QBO bookkeeping and data entry, reviewing expense reports, and ensuring accurate employee spending documentation
- Coordinate building maintenance and facility support functions, health and safety workplace controls, and service/maintenance requests
- Order supplies to maintain optimal levels for operational efforts
- Assist in HR functions, including recruiting, time reporting, data tracking, and project-based schedules
- Lead training of new HR and Ops software and systems for employees, maintain training documentation, and be a resource for employee questions and feedback.
- Coordinate new employee onboarding and training, access to facilities and required paperwork
- Perform filing and administrative work, travel coordination, scheduling, etc. as needed
- Oversee and coordinate special projects as needed

## REQUIREMENTS

- US Person (Citizen or Permanent Resident)
- 2 years relevant work experience
- Ability to work in dynamic environment with novel concepts and a wide range of personnel
- Outstanding verbal and written communication skills
- Superior organizational skills and extraordinary attention to detail
- Self-starter with strong problem-solving skills
- Ability to manage complicated tasks with diverse requirements and reporting structures
- Ability to manage multiple priorities and overlapping deadlines in a fast-paced environment
- Comfortable working with Microsoft Office

## EXCEPTIONAL CANDIDATES

- Experience working in a functioning laboratory, clinical setting, or clean room environment
- Experience working in a fast-paced startup environment
- Bookkeeping and basic financial reporting capabilities (QuickBooks or similar software)
- Familiarity with Small Business Innovation Research grant cycles and deliverables
- Spanish language proficiency

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# IMPOSSIBLE