



Assistant to the Director of Engineering (Part-time/Ful-time)

IDEAS Engineering & Technology, LLC (IDEAS-TEK) is a fast-paced, rapidly growing space technology company focused on high-reliability, mission-critical systems. Our clients include the Space Force, Bluehalo, Leidos, and other key space companies. Our focus is:

Embedded systems | Digital microelectronics | High-performance computing and sensing systems

Come join our nimble team of engineers and scientists in Albuquerque, New Mexico where you will have an opportunity to LEARN and LEAD. Recognized the last four years by New Mexico Technology Flying 40 as one of the fastest growing companies in New Mexico. We offer:

- Competitive salary
- Excellent working environment and benefits (Medical, Dental, Vision, and Life Insurance)
- Retirement plan with company matching and profit sharing
- Flexible schedule; PTO

US Citizenship/Permanent Residency is Required

Duties and Responsibilities

The Director of Engineering at IDEAS-TEK is leading the execution of various technical efforts focused on enabling the next generation of computing and electronic systems for space systems in defense, human space exploration, and commercial applications. His efforts include working closely with IDEAS-TEK's CEO and Director of Operations to layout the vision for the growth of IDEAS-TEK, pursue commercial and government funded opportunities to advance technology development and deployment of IDEAS-TEK's technologies in space, and manage the execution of high visibility technical efforts inside IDEAS-TEK.

As a technical assistant to the Director of Engineering you will work closely with him in all aspects of his job. This includes:

- Assisting in the preparation of reports, proposals, presentations, and budgets;
- Assisting in technical and administrative documentation efforts;
- Helping ensure deadlines and follow-ups are met;
- Maintaining records, reports and other documents organized in digital and hard copy form;
- Assisting in the organization and execution of daily and weekly workload and priorities;
- Managing information flow in a timely and accurate manner;
- Performing research related to the technologies, business opportunities, and IDEAS-TEK's business landscape;



- Interfacing with the senior management team and other staff to ensure critical, important, and routine tasks are performed according to the company's processes.
- Helping with budget and resource management;
- Taking and transcribing meeting notes;
- May manage e-mail and calendar.

Knowledge, Skills and Abilities Required

- In-depth understanding of entire MS Office suite;
- Ability to organize a daily workload by priorities;
- Strong documentation and writing skills;
- Team player, Methodic, Organized;
- A high aptitude for learning and adapting to new and quickly changing technologies.

EDUCATION- Minimum Qualifications

- High-school diploma.
- Pursuing a degree in a technical or business field.

Desired Qualifications

- Prior work experience in a technical work environment is desired;
- Pursuing a Bachelor degree in a technical field with interest or a Minor in Business

IDEAS-TEK is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, gender identity, gender expression, genetic information, disability or any other characteristic protected by law.