Business Operations Intern
REACTION ENGINES INC

Date: April 22, 2022

Pioneering innovation. Seamless teamwork. Unparalleled skill.

Our people have always been our most valuable asset. They are brilliant problem solvers who believe challenges are opportunities. Reaction Engines takes pride in attracting the industry’s brightest minds and it is their diverse sets of skills, personalities and experiences that will help us achieve our ambitious goals. Sound exciting? Then join us on our epic journey.

JOB SUMMARY
Responsibilities
• Assist with business support tasks in a small agile advanced propulsion company.
• Work with the operations team in the tracking, organizing, and procuring office supplies and test facility hardware.
• Support all teams with safety and health protocols, including but not limited to creating safety posters, training, and team communications.
• Assist with marketing efforts locally and globally; work with the UK Marketing team to contribute photos, ideas, and strategy.
• As needed, aid in the preparation of reports and other required business documentation.
• Provide feedback to improve company policies and procedures.
• Performance of additional tasks as assigned.

Basic Qualifications
• Working towards a Bachelors or Masters degree in Finance, Business, Marketing or other equivalent field of discipline from an accredited institution.
• Work experience through previous internships or projects.
• Must comply with all applicable import and export control laws and regulations including, ITAR and EAR regulations.
• The ability to conform to U.S. Government space technology and advanced propulsion export regulations, applicant must be a U.S. citizen or lawful permanent resident of the U.S.

Desired Qualifications
• Knowledge of marketing principles.
• General understanding of procurement and logistics.
• Awareness of the federal acquisition process.
• Experience writing proposal and/or contracts.
• Understanding of Human Resources policies and legislation.
• Familiarity with US export laws.
• Safety and health work site experience.
Skills & Behaviors
• Strong organizational skills.
• Practical mind-set, strong creative problem-solving skills and positive “can do” attitude
• Ability to think in an entrepreneurial way
• Self-motivated, driven, and able to work independently
• Good oral and written communication skills
• Demonstrates behaviors consistent with Reaction Engines’ core values:
  - Commitment
  - Innovation
  - Trust
  - Quality
  - Teamwork

ADDITIONAL INFORMATION
Experience Level: Intern

**Work Schedule:** Our 9/80 work schedule features every other Friday off resulting in a 3-day weekend every other week.

**Location:** Littleton and Watkins, Colorado

**Telecommuting:** Interns may be able to telecommute; at the discretion of company management and current internship needs.

**Travel:** None

**Expected Salary Range:** For Colorado applicants, candidates can contact careers@reactionengines.com

**Benefits:** Interns are not eligible for benefits if the internship is less than 4 months. Reaction Engines Inc does offer paid leave, health care benefits and retirement options should the internship transition into a permanent option.

**How to apply:** Email a cover letter and resume to careers@reactionengines.com

*Reaction Engines makes employment decisions based upon the capabilities and merits of qualified candidates without regard to race, color, religion, gender, gender identity, sexual orientation, marital status, age, veteran status, disability status or other protected legal status.*