

**Position: Project and Operation Manager**

**Location: Harwell Campus, Didcot, Oxford, OX11 0QX**

Antenna is an exciting and challenging subject right at the core of all wireless telecommunication systems. This is particularly true in nascent, yet fast-growing high-data-rate broadband internet services provided by LEO/MEO satellites or HAPS, where both antenna performance, reliability and costs are put to the test.

With its innovative and patented technology and through collaboration with satellite network operators, Satraka is making breakthroughs in antenna technology and offering cost-effective high-performing antenna solutions.

Based at Harwell Science and Innovation Campus - the UK's Space Cluster, Satraka enjoys a highly dynamic and exciting environment and access to a range of world-class facilities & expertise such as RAL Space, Science and Technology Facilities Council (STFC) and Satellite Applications Catapult.

Satraka's mission is to connect the unconnected and serve the underserved with its innovative, cutting-edge tracking-beam antenna technologies, providing reliable broadband internet connections via LEO/MEO satellites, HAPS and terrestrial 4G/5G network anywhere and anytime.

We are seeking a highly organised and motivated Project and Operation Manager to take a pivotal role in our business. This dual-role position offers a unique opportunity to oversee critical projects while managing operations that drive our company's success.

**Key Responsibilities**

- **Project Management:**

Lead and oversee projects, ensuring timelines, budgets and deliverables are met.

Develop detailed project plans, monitor progress and manage resources effectively.

Identify risks, implement mitigation strategies and maintain clear documentation.

Responsible for full life cycle of product development—design, analysis, build, test, qualification and delivery.

- **Operations Oversight:**

Manage general business operation.

Streamline processes to improve operational efficiency and reduce costs.

Ensure compliance with company policies, safety standards and regulations.

Support Business Development team for proposals and customer engagements.

- **Team Leadership and Coordination:**

Manage employee workflows and ensure team alignment with project goals.

Oversee order handling to ensure smooth operations.

Coordinate cross-functional teams to enhance collaboration and productivity.

Support recruitment, training, and performance evaluations as needed.

- **Executive Reporting:**

Prepare comprehensive reports and project updates for the Board and senior leadership.

Analysing operational performance and recommend strategic improvements.

### **Qualifications and Experience**

- Bachelor's degree or higher education.
- Proven experience in project management, operations or a similar hybrid role.
- Exceptional organizational and multitasking skills, with the ability to prioritize effectively.
- Strong leadership and communication abilities.
- Knowledge of Stacom, telecom, tracking antenna is desirable.
- Proficiency in Microsoft Office, Google Workspace, Excel, Microsoft project, Microsoft Teams, Zoom.
- A proactive, detail-oriented mindset with a problem-solving approach.

### **Leadership and Personal Attributes**

- Proactive, self-motivated and results-driven, committed to meeting objectives and program milestones.
- Effective at managing multiple projects and balancing competing priorities.
- Strategic thinker with a hands-on approach to addressing challenges.
- Collaborative team player with strong interpersonal skills.
- Dedicated to knowledge-sharing, inspiring innovation and driving project success.
- Demonstrates strong project ownership, guiding project from concept to completion.
- Quality-focused, with excellent attention to detail and a commitment to continuous improvement.

### **Benefits**

- Work on cutting-edge technologies and innovative projects in a collaborative environment.
- Competitive salary, paid holidays and pension contributions
- Opportunities for fast career advancement and professional progression.

If you're interested in joining Satraka, please email your CV and cover letter to [info@satraka.com](mailto:info@satraka.com) ensuring the job title you are applying for is included in the email subject line.