



9 Light Square
Adelaide, SA 5000

Head of Operations

Location: Adelaide, Australia (On-Site)
Employment Type: Full-time
Department: Executive

About Paladin Space

At Paladin Space, we are pioneering the world's first reusable space debris removal system – creating technology that safeguards Low Earth Orbit and enables a sustainable future in space as the industry grows. Our mission is to clean, reuse, and protect the near-Earth environment for customers across the commercial, defence and government industries.

Our team core values include tenacity, curiosity, and creativity – which are especially important when we're tackling the hardest problems in space. We enjoy building new technology by designing, assembling, testing, failing, iterating and succeeding at a rapid pace, while having fun along the way. As a result, we also value proactivity and efficiency, executing our mission with purpose and precision. And above all, we believe in synergy: collaboration across every technical, legal, and business domains to deliver impact that extends beyond Earth.

If you're a highly capable, hands-on operator who loves to connect people, streamline processes, and make bold ideas happen – this is your chance to help shape the future of space sustainability.

Job Overview

We're looking for a dynamic and versatile Operations Manager to help drive the business side of Paladin Space as we scale our technology and partnerships.

This is a broad, high-impact role covering business development, administration, stakeholder engagement, marketing, HR, CRM management, and event coordination. You'll serve as a central hub across the company – ensuring operational excellence, supporting leadership, and enabling engineers and executives to focus on mission delivery.



As a senior team member, you'll work closely with Paladin's founder and CEO to develop and execute strategies that strengthen our relationships with investors, partners, and customers. You'll also take ownership of day-to-day operational systems, process improvement, and the company's public presence through events and communications.

This role suits a proactive self-starter with exceptional organisational, interpersonal, and communication skills – someone who can move fluidly between high-level strategic work and hands-on execution in a start-up environment.

As a growing startup, Paladin Space offers a modest base salary with participation in our Employee Share Scheme, providing long-term value as the company grows

Key Responsibilities

Business Development & Partnerships

- Support Paladin's growth strategy by identifying and pursuing new commercial and partnership opportunities.
- Prepare proposals, capability statements, and partner materials for prospective clients, collaborators, and government programs.
- Coordinate meetings, follow-ups, and reporting for strategic partners and investors.
- Assist in managing grant applications, funding rounds, and commercial contracts.

Operations & Administration

- Oversee day-to-day business operations, scheduling, procurement, and company administration.
- Manage internal systems (e.g., CRM, project tracking, HR, and documentation).
- Foster a positive, high-performance team culture aligned with Paladin's values.
- Coordinate internal communications, recognition programs, and staff development initiatives.
- Coordinate domestic and international travel logistics, including conference and launch event support.

Marketing & Communications

- Lead the planning and execution of marketing and outreach activities, including digital content, newsletters, and media engagement.
- Manage the company's brand presence across social platforms and public channels.
- Coordinate events, conferences, investor showcases, and outreach campaigns that represent Paladin's mission and achievements (e.g., the major Paladin Space 'Demo Day' that we held in May 2025!).

Marketing & Communications

- Maintain and improve CRM systems for investor, partner, and customer engagement tracking.



- Support the executive team in preparing communications, reports, and presentations for stakeholders.
- Build strong relationships with key industry, academic, and government contacts.

Required Skills & Experience

- Bachelor's degree in Business, Communications, Project Management, or Engineering, or equivalent practical experience.
- 3+ years of experience in operations, business development, or administrative leadership, ideally within a start-up, aerospace, or technology environment.
- Demonstrated ability to manage multiple workstreams across business operations, events, marketing, and stakeholder engagement.
- Worked in the space industry with a wide-reaching network across the industry here in Australia and abroad.
- Excellent communication, writing, and presentation skills.
- Strong organisational and time management skills with a proven ability to prioritise effectively.
- Comfortable operating autonomously in a fast-paced, high-accountability environment.
- A natural collaborator with a proactive, solutions-oriented approach to challenges.

Bonus Skills (Highly Valued)

- Understanding of fundraising, investor relations, or government grant programs.
- Experience managing marketing campaigns, public relations, or media engagement.
- Event management background – particularly for industry expos, investor events, or launch campaigns.
- Previous experience supporting C-suite executives or company founders in scaling environments.

Why Join Paladin Space

At Paladin Space, you'll be part of a team tackling one of humanity's biggest challenges: cleaning up orbit and keeping space accessible for future generations. You'll help build the operational backbone of a company doing something that has never been done before.

We're a small, high-performing, and mission-driven team that values curiosity, efficiency, and teamwork. Every member has visible impact, real responsibility, and the freedom to shape how we operate and grow – especially as we begin expanding overseas in the next few months!

If you're energised by fast-paced environments, motivated by purpose, and excited to help a frontier space startup succeed – this is your opportunity to be part of something truly meaningful. We would love to hear from you.