



HEAD OF OPERATIONS

ABOUT MightyFly

Do you want to change the world? MightyFly is creating the future of logistics with autonomous cargo aircraft. Our mission is to provide rapid and efficient access to goods. Join the MightyFly team and help us change the world.

MightyFly is a leader in the logistics revolution. Existing logistics infrastructure is time and resource intensive. We are building the future of logistics with autonomous eVTOL cargo aircraft with a cargo capacity of 100 to 500 pounds and a range of 600 miles. Our logistics service aims to streamline business-to-business expedited delivery, providing door-to-door deliveries to our target customers in less time and lower cost than conventional logistics. MightyFly's just-in-time logistics using unmanned aircraft will fundamentally transform how goods move around the globe.

ABOUT THE ROLE

We are seeking a Head of Operations to join our small but highly skilled team. The ideal candidate will have a law degree and practiced law for at least 2 years, have startup experience, and have operations, human resources (HR) and legal experience in the private sector. As the Head of Operations, you will oversee the operational activities of our company and implement operational processes and procedures optimizing for workforce productivity. You will be a generalist, handle legal work, manage HR and hiring, manage vendors/partners' relationships, ensure that employees are aware of operational best practices, and implement new operational technologies. The role requires outstanding organizational, communication, and leadership skills and an ability to develop innovative solutions. You will work closely with our cross-functional teams to strategize and develop long-term operational plans that align with the company's growth plans and drive team productivity, employee satisfaction and company success.

WHAT YOU'LL DO

REQUIREMENTS:

As Head of Operations you will oversee many different areas of the business, including:

- Collaborating with senior managers in short-term and long-term operational plans.
- Handling legal work, including reviewing NDAs, preparing the company's employee handbook, drafting contracts, etc..
- Managing HR including the company's employee benefits and creating a portal to centralize employee benefits information, on-board new employees and support current staff.



- Recruiting, interviewing and hiring staff and contractors.
- Managing the company's insurances, including booking, renewing and negotiating best terms and rates.
- Managing airport relationships, negotiating and maintaining lease terms and managing flight test facilities.
- Supporting the search for a new office space and handling terms, negotiations and contract.
- Analyzing current operational processes and performance, recommending solutions for improvement where necessary, and setting strategic goals for operational efficiency and increased productivity.

NICE TO HAVE:

- Being the office manager. Managing budgets and resources to ensure appropriate levels of production, materials and staffing in all divisions.
- Managing office contractors and getting services done.
- Managing in-office events and team engagement activities.

WHAT YOU'LL BRING

- General
 - Legal and HR experience.
 - Excellent planning and organizational skills.
 - Excellent interpersonal and communication skills.
 - Leadership and management skills and the ability to motivate and retain staff.
 - Commercial awareness and a thorough understanding of the competitive environment.
 - A personal drive to build systems, processes and procedures from the ground up.
 - A strong interest in tackling and solving complex problems.
- Technical
 - Legal, Human resources (HR) and operations experience.
- Planning & Partnering
 - Project management skills, time management skills and the ability to prioritize effectively and delegate when appropriate.
 - Ability to plan and deliver on time.
 - Self-directed with the ability to work and thrive in a dynamic and fast-paced environment.
- Nice to have
 - Familiarity with the aviation industry.
 - Experience with large UAVs or VTOL aircraft.

WHAT ELSE YOU NEED TO KNOW

MightyFly is only able to sponsor TN visas and H1B visa transfers for this position at the present time.

Equal opportunity:

MightyFly is an equal opportunity employer and prohibits discrimination and harassment of any type. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics.

Diversity:

MightyFly values diversity and welcomes applications from those who are traditionally underrepresented in the tech industry. We are an international team, led by a female CEO.

Job Location:

- San Francisco Bay Area, onsite.

Culture:

- We are aviation and aerospace enthusiasts who believe the sky is *not* the limit.
- **Teamwork:** We believe that to achieve great results we need great teamwork.
- **Working hard:** Building reliable aviation and logistics products is really hard but also exciting, challenging, and rewarding.
- **Having fun:** We believe that hard work needs to be coupled with fun. We love hanging out beyond the workday, hosting team dinners, and organizing fun activities. We love the outdoors and outdoor sports. And of course, we love flying.
- **Celebrating wins large and small.**
- **Creativity.** We love and encourage creativity. The best ideas emerge when our working environment fosters out-of-the-box thinking.
- **Humility:** Let's leave the ego at the door so we can work together to create meaningful solutions.
- **Equity, inclusivity, and respect** for the diversity of life and work experiences that each individual brings to the team.
- **Transparency, honesty, and integrity.**

Benefits:

- Competitive health, dental, and vision insurance.
- Unlimited paid time off.
- Commuter benefits.
- Stock option plan.
- Working on cutting-edge products to transform our future.
- Working with a diverse and highly skilled team.
- Shaping and defining company culture and values.

APPLY

Email a copy of your resume with a brief introduction about yourself to careers@mightyfly.com

