



August 8, 2022

Transaera, a VC-backed startup from MIT, is solving an important climate challenge by revolutionizing air conditioning, making it more efficient, sustainable and affordable. Transaera is looking to ramp up operations to support a small but dedicated team of up to 15 people. You will help us:

- formalize recruiting, hiring and on-boarding procedures
- set up company benefits package including health insurance, 401K and ESOP
- help find and negotiate expansion to new lab, office and workshop space
- coordinate timesheets and monthly payroll
- create & document internal operating procedures
- create & manage internal communications such as strategy, goals & mission
- create & manage external communication: investor relations, PR, marketing
- organize annual & quarterly retreats, weekly lunches and other employee-focused events

You will work closely with and will report to the CEO. The position will require:

- excellent organizational & communication skills
- attention to detail and project management skills
- self-starter and go-getter attitude
- flexibility to take on a variety of tasks

Ideal candidate will have:

- 2-3 years of work experience in a startup environment
- past work in an operational role with a human resource focus
- business or MBA degree

A competitive market salary, stock options and health insurance will be part of the compensation package. Transaera is located at [Greentown Labs in Somerville, MA](#), a community of cleantech entrepreneurs who are making a difference in the world. The position requires in-person presence.

For more information about Transaera's revolutionary approach to cooling the world, go to: www.transaera.com. Send resumes to: info@transaera.com (include the word "global cooling" in your subject line)