



## Office Manager

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*A great way to join a fast-growing team dedicated to climate action!*

### **About Verne**

Verne is developing **innovative hydrogen technology** that enables **heavy-duty transportation** (trucks, ships, and planes) to **operate with zero emissions**. Heavy-duty transportation is vital to the functioning of our global society but is also responsible for 10% of global greenhouse gases. If vehicles switch from fossil fuels to green hydrogen, they can operate without producing any emissions. However, two challenges prohibit this transition: storing enough hydrogen onboard to power their operations, and access to this hydrogen to refuel.

Verne is bringing to market two technologies that simultaneously address these challenges. First, Verne has developed a new way to increase the density of hydrogen gas. This equipment will be installed at refueling stations, converting low density hydrogen into ultra-high-density hydrogen fuel. Second, Verne has developed a way to store this high-density hydrogen onboard vehicles. Together, these two technologies more than double the amount of hydrogen that can be stored onboard vehicles, doubling vehicle range and allowing them to carry a full payload. With Verne's technology, vehicles can maintain current operations while eliminating harmful emissions.

Verne has made significant strides toward this massive industrial transformation and is conducting demonstration programs for vehicle and equipment manufacturers. Verne has gained the support of leading technology institutions, including the **U.S. Department of Energy, MIT, Caltech, and Stanford**, as well as some of the largest transportation companies in the world, with investment from **Amazon and Caterpillar**. All three co-founders were selected as fellows in the inaugural cohort of **Breakthrough Energy's** fellowship program, supported by Bill Gates.

### **What you'll do:**

As Verne's Office Manager, you will be an integral part of the growing company, enabling the seamless functioning of our business. You will report directly to the COO. Specifically, you will be responsible for the following:

- **Office Management:** Help Verne continue to outfit our brand-new headquarters, and ensure continual functioning of the space (supplies, maintenance).
- **Procurement Coordination:** Work closely with the COO to interface with vendors, track and schedule delivery of ordered items, receive incoming shipments, and pay invoices. This is a crucial role for our hardware business.
- **Team Growth:** Help grow the Verne team: review and filter inbound applications, schedule and organize in-person interviews with team members.
- **Culture Building:** Plan and organize team events (dinners, happy hours, community service, etc.) and help shape company culture!
- **Executive Support:** Work closely with the CEO to manage partnerships, prepare materials and presentations, and ensure smooth operations.

- Company Representation: Serve as a key external contact for Verne, interacting with various stakeholders and greeting guests.
- Research: Support various strategic objectives with online research and data collection.

This role has the potential to grow into a position in recruiting or operations.

**Key qualifications:**

- 3+ years of experience as an Office Manager, Executive Assistant, or Administrative Assistant
- Deep passion to combat climate change
- Excellent team player
- Attention to detail
- Strong communication skills
- Interest in building a strong culture at an early-stage startup
- Willingness to grow and develop with the company

**Compensation and benefits:**

- Competitive salary
- Medical and dental insurance
- Paid time off
- A collaborative and passionate team
- The opportunity to make an impact on the environment
- High exposure and career growth opportunity: work directly with CEO and COO, with potential to progress into expanded roles

**Location and time:**

- San Francisco, California
- This role is full-time and in person

**Verne team and employment practices**

At Verne we value a diversity of approaches to critical thinking. We aim to establish an environment that welcomes different perspectives, where informed discussions flourish and each individual voice is respected. The team thrives in asking questions to gain a more nuanced understanding. We all strive to provide constructive feedback and ultimately aim to make each of us a better listener, thinker, and leader. Lastly, our mission is ambitious and difficult, so we don't forget to have fun!

Verne is an Equal Opportunity Employer and does not discriminate based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

**To apply:** Please send resume and cover letter to [careers@verneh2.com](mailto:careers@verneh2.com)