

## Open Position: Office Manager

**Location:** Orlando, FL

**Type:** Full-Time

**Reports to:** General Manager

Unusual Machines (NYSE: UMAC) is the parent company of Rotor Riot and Fat Shark. Two of the most respected and recognizable brands in the FPV (First-Person View) drone industry. For years, we've led the FPV consumer market through a curated e-commerce model built on trust, performance, and close partnerships with the best manufacturers and pilots in the business.

We are growing and looking for a friendly, proactive Office Manager to help keep our Orlando office and warehouse running smoothly. This role is critical for maintaining a welcoming, well-organized environment for both our team and our customers. Your desk will be up front, in or near our display room, making you the first point of contact for anyone visiting our space.

### Key Responsibilities

- Act as the main point of contact for facility and building issues, including coordinating repairs, maintenance, and working with the property manager.
- Handle office subscriptions and services such as WiFi, AC, and cleaning contracts.
- Keep the office stocked with essential supplies (pens, paper, tape, cleaning items, etc.).
- Manage shared spaces to ensure they are tidy, organized, and ready for daily use.
- Manage incoming and outgoing mail, including sorting, filing, and general office correspondence.
- Oversee general office tasks and help with small errands to keep day-to-day operations running smoothly.
- Help plan and coordinate team events, lunches, and company meetings.
- Order food and supplies for company gatherings and meetings as needed.
- Support HR tasks, including assisting with onboarding new employees and making them feel welcomed.
- Greet and assist walk-in customers and visitors, creating a positive first impression.

### Requirements

- Previous experience in office or facilities management.
- A friendly, welcoming personality with excellent communication skills.
- A proactive mindset; you notice what needs to be done and handle it without being asked.
- Comfortable working in a hands-on environment and able to multitask as needed.
- Strong organizational skills and attention to detail.

**Preferred Qualifications**

- Experience in a customer-facing or front desk role.
- Basic understanding of facilities and office operations.
- Familiarity with vendor coordination and basic administrative tasks.

**What You'll Gain (optional section)**

- Be part of a passionate, fast-growing FPV community and company.
- Work in a dynamic environment where your role has a direct impact on daily operations and team culture.
- Flexible work environment with opportunities for ownership and creativity.

**Annual Base Salary:** \$50k/year

**Benefits:**

- Health, dental, and vision insurance (approximately 80% premiums covered by company).
- 401k plan.
- Unlimited vacation time.
- Equity incentives through stock options.

**To Apply:**

Please send an email to [careers@unusualmachines.com](mailto:careers@unusualmachines.com) with the subject line:  
[Your Name] – Office Manager Application

**Include the following:**

- Your resume (PDF preferred).
- A brief introduction or cover note (in the body of the email is fine) telling us why you're interested in this role and Unusual Machines.
- (Optional) Any relevant LinkedIn or work samples.