

# Intern - Business Operations

## About us

Form Energy is a small team of passionate people committed to helping the world transition to renewable energy with technology. We are developing a new class of ultra low cost, long duration energy storage systems to make renewable energy available even when the sun sets, or the wind stops blowing. Form's technology has the potential to transform the electric grid by making renewable energy dispatchable year-round. The company's core technology was invented at MIT and is supported by category leading investors including Breakthrough Energy Ventures, The Engine, and Prelude Ventures. Our team members are active learners who like working on tough technology problems that can only be solved with a combination of technical innovation and hard work. We are looking for extraordinary people to help us win.

## Role Description

This is an opportunity to have a direct and daily impact in an exciting energy technology startup. We are looking for an organized and motivated person to help support the team and complete the tasks that keep the office running. This role requires you to manage multiple competing priorities to ensure each is completed on time. This role will interact with a wide range of internal and external partners on a variety of business tasks, requiring a high level of reliability and professionalism.

## What You'll Do

- Support a variety of projects on daily business activities and mitigate office inefficiencies
- Assist with meeting logistics for the company by actively scheduling and managing meeting resources (room booking, AV equipment and video conference set-up)
- Help coordinate guest visits (directions, parking, lunch orders, etc.)
- Support purchasing and expense management
- Help manage inventories of lab and office supplies and proactively organize as necessary
- Maintain Form Energy safety procedures and provide support as needed to team to ensure a safe working environment
- Assist in tracking and execution of legal documents (e.g. NDAs, contracts, etc)
- Provide basic IT support to team

## What We're Looking For

- Intellectual curiosity and a willingness to learn new concepts outside your major

- Bright, high-energy individual, with a passion to learn and contribute
- Deeply organized with a high attention to detail
- Ability to work in a high pressure, dynamic, ever-changing environment with a high degree of professionalism and discretion
- Extraordinary interpersonal, written and oral communication

#### Characteristics

- Friendly
- Enthusiastic
- Organized
- Super Detail Oriented
- Reliable
- Proactive in identifying and solving problems and following up
- Comfortable working in a fast paced environment

If interested, please send resumes to [Careers@formenergy.com](mailto:Careers@formenergy.com).

At Form Energy, we are working toward a 100% renewable energy future for everyone in the world. We are committed to creating an inclusive environment for all our employees and are seeking to build a team that reflects the diversity of the people we hope to serve with our revolutionary products. Form Energy is proud to be an equal opportunity employer.