

SUBCRITICAL SYSTEMS · JOB OPPORTUNITY

Executive Administrative Assistant



Department	Office of President	Posted	October 12, 2026
Location	Austin, TX	Employment	Full Time

ABOUT SUBCRITICAL SYSTEMS

Subcritical Systems, Inc. is a venture-backed startup in Austin, Texas building the accelerator driven systems and the only US commercial manufacturer of accelerator cavities. What Space X did for rockets, we plan to do for accelerator cavities and commercialize across applications of power production, medical isotopes, semiconductors and waste transmutation.

We are in the process of building the Energy Amplifier — a novel nuclear fission system in which a particle accelerator drives a subcritical core, making meltdown physically impossible for clean power production. Due to its inherent safety, our system has a more streamlined licensing process. Our founding team includes successful entrepreneurs with a track record of building several multibillion dollar companies in deep-tech, and scientists who were leading U.S. national labs with deep experience in accelerator & nuclear technologies.

We are actively hiring to expand our team as we work toward licensing, regulatory submissions, and construction of our first energy amplifier. More information is available at subcritical.com.

ROLE SUMMARY

Subcritical Systems is seeking an Executive Administrative Assistant to support our executive team. Reporting to the CEO and President, you will manage the calendars, communications, travel, and administrative systems that keep leadership focused on building the company.

This is a high-trust, hands-on role that requires excellent judgment, discretion, responsiveness, and execution. Our executives work with investors, government agencies, national labs, customers, and partners, often across time zones, and you will be the person who keeps every commitment on track. The role requires flexibility, including availability outside standard business hours when priorities demand it.

We are looking for someone organized and proactive who anticipates needs before they are raised, follows through without reminders, and uses AI tools and simple systems to work efficiently. Every process should make the executives' time more effective, not add steps.

KEY RESPONSIBILITIES

- **Own executive calendars.** Manage complex calendars across time zones, schedule meetings and events, prioritize inbound requests, and protect executive time.
- **Prepare executives for every meeting.** Assemble agendas, briefing materials, documents, and context ahead of investor, board, customer, and government meetings, and track follow-ups afterward.
- **Manage communications.** Triage multiple inboxes, draft responses and follow-ups, and communicate professionally with investors, partners, officials, and other high-profile contacts. Handle confidential and sensitive matters with discretion.
- **Coordinate travel and events.** Plan domestic and international travel, and coordinate investor and partner visits, facility tours, offsites, and company events. Support executives at conferences and external meetings as needed.
- **Maintain tracking systems.** Keep action items, deadlines, and commitments organized so nothing is missed, and maintain clear systems for recurring administrative workflows.
- **Support finance and operations.** Track executive expenses, collect and organize receipts, and coordinate with the finance team on vendor invoices and payments so records are accurate and complete.
- **Coordinate vendors and visitors.** Serve as a point of contact for vendors, service providers, and guests at our Austin facility, and handle local logistics, including document and package pickup and drop-off.
- **Support executives' personal logistics as needed.** Help schedule appointments and handle personal logistics that free up executive time, with the same discretion applied to business matters.
- **Work smarter with AI.** Use AI and productivity tools for scheduling, drafting, research, and tracking to work faster and more accurately.

QUALIFICATIONS

Required

- Significant experience (typically 7+ years) supporting senior executives, including a CEO, President, founder, or equivalent high-profile leader.
- Strong calendar management and scheduling experience across multiple executives and time zones.
- High discretion and sound judgment with confidential and sensitive matters.
- High emotional intelligence, strong interpersonal skills, and the composure to represent executives professionally with high-profile contacts.
- Strong written communication and consistent follow-through.
- Comfort managing spreadsheets, expense tracking, and operational reporting.
- Proficiency with Google Workspace, Microsoft Office, and AI productivity tools.
- Availability outside standard business hours as needed, a valid driver's license, comfort driving locally, and willingness to travel occasionally with executives.

Preferred

- Experience at a venture-backed startup, or in deep-tech, energy, or manufacturing.
- Experience supporting board meetings, investor relations, or fundraising processes.
- Experience coordinating meetings with government agencies, regulators, or national labs.

BENEFITS

Benefits: We offer health, dental, and vision insurance.

LOCATION & WORK POLICY

This role is fully in person in Austin, Texas. Our facility is located next to Austin Airport.

HOW TO APPLY

Apply on LinkedIn or submit your resume and a brief cover letter to careers@subcritical.com with the subject line "Executive Administrative Assistant - Application". Applications are reviewed on a rolling basis.