



Job Title: President Assistant

Job Location: Ajax, ON

Job Field: Business Team

Employment Type: Full Time – Fixed Term Contract (6 months with potential for extension/perm)

Besnovo (formerly BRIC Engineered Systems) is a leading system integrator in industrial robotics and automation and has a track record of developing advanced robotic solutions and systems for the aerospace, automotive, and advanced manufacturing industries. Besnovo's robotic and automation products have been successfully deployed for worldwide customers, including the US Air Force and leading aerospace companies.

We are looking for someone hardworking, ambitious, and who holds a passion to understand and succeed in a growing B2B business. The successful candidate will report to the President and will collaborate with the Business, Engineering and Administrative Teams as required, based on the objectives set by the President. They will be given the opportunity to oversee work/projects of greater responsibility as they build up your experience and company/industry knowledge in the role.

Responsibilities:

- Provide President with direct administrative and office management support in executing strategic objectives
- Support in prepare draft reports, presentations, documents and research as required.
- Be a collaborative individual and relationship builder when working with other departments to coordinate effective solutions
- Display superior English communication skills, both written and verbal
- Ability to work independently with minimal supervision and shift work focus with new priorities
- Other ad hoc requests as directed by the President

Qualifications:

- New graduate with a Post-Secondary Diploma or Degree in Business Administration or related field
- Excellent knowledge of Microsoft Office
- Ability to prioritize, multi-task, problem solve and adapt to change
- Strong analytical and critical thinking skills
- Keep attention to detail
- Resourceful and innovative problem solver
- Beginner/intermediate written and oral communication skills in Mandarin preferred
- Self-starter working in an entrepreneurial environment, and passionate about the potential of company growth and strong problem-solving skills and ability to learn quickly.

How to apply: *Qualified applicants should send a cover letter, resume and transcript to: humanresources@besnovo.com.*

Thank you for your application. Only candidates selected for interview will be contacted. Besnovo Inc. is committed to accessible employment practices which are compliant under AODA and support equal opportunity. If you require any accommodation throughout the recruitment process, please advise Human Resources at humanresources@besnovo.com. All personal information is collected under the authority of FIPPA.

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