



Job Title: Legal Assistant

Job Location: Ajax, ON

Job Field: Business Team

Employment Type: Full Time - Permanent

Besnovo (formerly BRIC Engineered Systems) is a leading system integrator in industrial robotics and automation and has a track record of developing sophisticated 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, include the US Air Force and leading aerospace companies. The successful candidate will report into the President and play an important role in assisting the Business, Engineer and Administration Teams at Besnovo.

Responsibilities:

- Provide support by way of understanding Intellectual Property Law and supporting Besnovo to obtain requirements and prepare documents required based on product requirements.
- Provide support to all departments by way of understanding Business Law and supporting in contract development, and other business documents as required.
- Communicate professionally with all internal and external clients as required.
- Work with external law offices if formal document submission is required.

Qualifications:

- Must have a related College Diploma or University Degree
- Minimum of 3 years' experience in a similar position focused on Intellectual Property Law and Business Law
- Present in a professional and confident manner
- Excellent English communication skills
- Detail orientated
- Self-starter working in an entrepreneurial environment, and passionate about the potential of company growth
- 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.

Besnovo Inc.

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