



**Job Title:** Office Administrator/HR Assistant

**Job Location:** Ajax, ON

**Job Field:** Administration

**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 to the Administrative Manager/Head of Human Resources at Besnovo and will support in the overall business operations administration.

**Responsibilities:**

- Support with managing daily operations of office.
- Maintain office supplies, stationary, kitchen supplies and run basic office errands as required.
- Support President and Management members with travel arrangement and expenses.
- Provide administrative tasks such as photocopying, scanning, distributing mail, etc.
- Data entry and general administrative functions.
- Prepares for office luncheons as required and any office related social events.
- Update internal directories.
- Support Human Resources function as required with such tasks as Recruitment and filing.
- Support Business Team/Finance department in regards to grant programs and collaborative opportunities, by liaising with Government Agencies or Foreign Affairs Governments as required.
- Other duties as deemed necessary for the role etc.

**Qualifications:**

- University degree/College diploma is required, preferred in Business Administration or related fields.
- Minimum 3 years' experience in an Office Administrator or similar role necessary.
- Knowledge of how an office operates and procedures.
- Shows professionalism and has strong verbal and written communication skills.
- Ability to prioritize, multi-task, problem solve and adapt to change.
- Self-starter working in an entrepreneurial environment.
- Excellent knowledge of Microsoft Office.
- An interest in Human Resources would be an asset.

**How to apply:** *Qualified applicants should send a cover letter, resume and transcript to: [humanresources@besnovo.com](mailto: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](mailto:humanresources@besnovo.com). All personal information is collected under the authority of PIPEDA.*

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**Besnovo Inc.**

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