



Job Title: **[Temporary - Contract] Assistant, Corporate Services (Squamish)**
Reports to: **Coordinator, Corporate Services**
Team: **General & Admin**

We have an employment opportunity for an 8-month temporary contract position, beginning January 2022.

Company Overview:

Rotoliptic is an R&D startup company located in Squamish, BC (40 minutes from Vancouver) that conducts leading innovative work on a revolutionary and proprietary new pump technology. Our technology integrates a Rotoliptic pumping architecture, with superior benefits over incumbent technologies including power, efficiency, and durability. Our company culture is one of fun, focused work, and community.

Position Overview:

We are currently looking for a temporary Corporate Services Assistant for a role in our main office. This is an entry level position with impact in all departments, and the successful candidate must be keen to learn. Key competencies include excellent communication skills, attention to detail and a flexible attitude.

Primary responsibilities:

- Data entry
- Corporate Services support (logistics, IT, purchasing, etc.)

Additional work project areas (specifics to be determined in concert with the successful candidate):

- Business modeling
- Market profiling and SWOT analysis
- Forecasting and enterprise value optimization

Role required skillset:

The successful applicant will possess the following credentials and have demonstrated excellence in the following areas:

- Strong organization and communication skills
- Ability to juggle multiple projects simultaneously in a fast paced and changing environment

Company required skillset:

- Comfort working in an R&D environment
- Desire to learn, proven track record of taking initiative

Rotoliptic needs talented people who are interested in building value, pushing boundaries, and contributing positively to its fast paced, fun, and rewarding team environment. If you feel that your background could be an asset to Rotoliptic, please forward your resume and covering letter, detailing your relevant skillset and experience, to info@rotoliptic.com.