

Position:	Assistant, Corporate Services	Reports to:	Manager, Corporate Services
Salary range:	\$48-52K/yr (+benefits)	Location:	Squamish, BC

Rotoliptic has an employment opportunity for a permanent, full-time Corporate Services Assistant, beginning as soon as possible in Squamish, BC. We are looking for a Rockstar to join the group in our main office as part of a dynamic (and fun!) team. This is an entry level position with involvement in all departments.

A bit about you:

- Your friends/family/co-workers consider you **organized** – you are the one that keeps things straight and that others rely on to ensure things are on track and T's are crossed/I's are dotted.
- You can navigate all sorts of **communication** pathways – from email to phone to face-to-face, you are able to convey your message effectively and efficiently.
- You thrive on being **busy!** Having multiple balls in the air at any given moment is natural for you and you love the constant change-up in your work tasks.
- You are **keen to grow** and soak things up like a sponge! You strive to learn as much as you can in any position you have been in and are looking to continue to expand your knowledge base.
- You are **flexible** and flourish in an environment where the day-to-day tasks evolve with current company objectives and goals.

A bit of what the role looks like:

- Data entry – **you have an attention to detail** that keeps records in tip top shape! Anything from bookkeeping to minute taking, to benefits tracking – you keep it clean, organized, and up to date!
- Travel management – **you have a gift in managing calendars**, balancing employee requests with business need and budget.
- Corporate Services support (logistics, IT, attend and transcribe meeting minutes, etc.) – **you are flexible, adaptive, and have a track record of taking initiative.** You see a gap and aim to fill it – you can see where there are bottlenecks in processes and do your best to address them – in *almost* every aspect of the business.



- Software – you are **proficient in O365** and can prepare timelines, budgets, and forms. Editing and “polishing” power point presentations, light bookkeeping tasks – and a working knowledge of Excel, Power Point, & Microsoft Outlook is required.

Company Overview:

Rotoliptic is an R&D startup company located in Squamish, BC conducting innovative work on a revolutionary and proprietary new pump technology. We need talented people who are interested in building value, pushing boundaries, and contributing positively to our fast paced, fun, and rewarding team environment. If you feel that you would be an asset to Rotoliptic, please forward your resume and cover letter to tell us a bit about you!

Contact: careers@rotoliptic.com

Location: Squamish, BC