



Business Generalist Job Description

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|-------------------|---------------------|-------------------------|-----------|
| Job Title: | Business Generalist | Position Type | Full Time |
| Location: | San Diego County | Travel Required: | No |

Applications Accepted By:

Fax or E-mail:

(760) 741-7269 or careers@automationgt.com

Subject Line: Attention: [Careers RE: Entry Level Generalist Position]

About Automation GT

Headquartered in San Diego County, California, Automation GT provides a progressive and positive work environment. We value our employees and encourage both personal and career growth. Our advanced technology environment presents employees with challenging and satisfying work backed by our core values of hard work and respect in an inclusive environment of diverse, committed and highly accomplished people.

Automation GT offers staff members a compelling package, which includes competitive base pay and bonus opportunities, superior benefits, an outstanding work environment and opportunities for career development. Through these comprehensive offerings, every individual has the chance to achieve significant growth, both financially and professionally.

Job Description

Automation GT has an opening for a business generalist.

The position will expose the candidate to all aspects of the automation industry including but, not limited to -

- Finance
- Production Operations
- Sales
- Information Technology
- Compliance
- Customer Service
- Facilities (i.e. Security, Health/Safety, Space Planning, Disaster Recovery, Emergency Preparedness)
- Information Technology
- Asset Management
- Production Supply Chain (Inventory)

Seeking an individual who is highly motivated and who values the vast potential in starting at the ground floor and growing with an innovative, cutting edge company. A great opportunity for fresh innovative talent having a dynamic personality!

Automation GT

This individual would report directly to the company's COO, who in turn would provide high-level direction on all Operations tasks/projects, empowering this individual to have the freedom to be creative, to bring forth their own ideas to the table, to research, learn, and gain insight and valuable experience in many aspects of the COO's responsibilities

Skills/Qualities:

The ideal candidate that we are seeking would possess the following skills/qualities:

- Self Starter
- Team player, works well with others
- Interacts effectively with people and groups
- Upbeat & positive attitude with great energy
- Must have ability to prioritize, multi-task and meet deadlines
- Excellent written and verbal communication skills
- Sharp, quick, dedicated and innovative problem solver
- Proactive rather than reactive
- Must be a creative thinker (think outside the box), results oriented, and focused
- Must be organized and detailed oriented
- Core values, exceptional work ethic and continuous self improvement
- Flexible and interested in learning in order to adjust to changing role as organization grows
- Highly organized, ability to prioritize a varied and fast-changing workload
- Persistent and conscientious
- Motivated, high achiever
- Proficiency in MS Office Suite (e.g. Excel, Word, Outlook) and general computer literacy

If you strongly feel that you are qualified for this position, then please submit your updated resume.