



**About Us:**

TechBrew Robotics develops and manufactures industrial vision guided robotic systems. We value creativity, adaptability, speed, and innovation. These qualities have helped us solve the most difficult industrial automation problems for a variety of industries including food processing and Agritech. The Company looks for innovative thinking, an independent spirit, and a genuine desire to bring something new and valuable to our customers are the qualities that inspire us.

**Position:**

Office administrator (full-time, on-premises)

**Description:**

We are looking for an experienced **Office Administrator** with experience in the following:

- Office operations and procedures
- Bookkeeping – A/P, purchasing process
- Policy and Procedure

If you are a results-oriented team player with qualifications and skills that match our job requirements, we would like you to consider joining us and our way of life. You are someone that embraces new challenges well and adopts to new systems and technology in general.

You are part of a dynamic administrative team, reporting into and supporting the Controller.

**Required Experience:**

The successful team member has a minimum 3 years' experience, is detail oriented and possesses excellent time management and communication skills.

*Interested?*

*Contact Arthur Bulka, at 250-833-5647 x220.*

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