

## Business Generalist Job Description

<b>Job Title:</b>	Business Generalist	<b>Position Type</b>	Full Time
<b>Location:</b>	San Diego County	<b>Travel Required:</b>	No

### Applications Accepted By:

#### Fax or E-mail:

(760) 741-7269 or [careers@automationgt.com](mailto:careers@automationgt.com)

Subject Line: Attention: [Careers RE: Business Generalist]

### About Automation GT

Founded in 2002 in Southern California, Automation GT is an innovative company focused on the design and construction of custom automated machinery and systems. We employ professionals with a range of skills and qualifications, which allows us to approach every aspect of machine design, engineering, assembly, customer service, marketing, and sales on an in-house basis.

While at Automation GT, you will be able to put your skills towards the creation of machines that have real positive impact on the lives of many people. We have done extensive work in the design and manufacture of automation machinery for the biotechnology, life science, pharmaceutical, and medical device industries. However, we do not limit ourselves to any particular project type, and are interested in all applications of advanced automation technology.

At Automation GT, we hold three core values as the heart of our company culture:

- We are committed to making decisions based on data and the scientific method.
- We are committed to prioritizing customer satisfaction in all that we do, which often involves thinking ahead and anticipating what they will need.
- We are committed to ensuring the job satisfaction of our employees and will work with you to ensure that you are finding plenty of opportunities to grow and find fulfillment.

We offer staff members a compelling package, which includes competitive base pay, 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)

We are 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.

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 research, learn, and gain insight and valuable experience in many aspects of the COO's responsibilities.

### Skills/Qualities:

The ideal candidate 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 resume.