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**Position Title:** Business Administrator

**Department:** Administration

**Reports To:** Chief Operating Officer

### **Position Description**

TruNorth Automation is seeking a self-motivated and organized individual to join our fast-growing business! As a Business Administrator, you will work closely with the Chief Operating Officer to help facilitate a broad range of business functions such as finance, payroll, reception, purchasing, shipping/receiving, and QMS. This is a full-time salaried position with competitive benefits and opportunity for growth - start your career at TruNorth!

### **You Will Succeed if You:**

- Are self-driven and energetic, motivated to meaningfully contribute from day one
- Desire to work in a fast-paced and growing company
- Communicate effectively in a variety of professional situations
- Can multi-task and prioritize work to consistently meet deadlines
- Have an analytical mindset and can improve and develop processes for efficiency and quality

### **Qualifications**

- Bachelor's degree or related experience, preferably in Business Administration or similar field
- Experience with Microsoft Office Suite
- Strong interpersonal and communication skills
- Work well independently with high attention to detail
- US citizen or authorization to work permanently for any Employer in the United States

### **Benefits**

- Career Development
- 401(k) with Company Match
- Health & Dental Insurance
- Paid Time Off
- Paid Holidays