



ELECTRICAL & SYSTEMS ADVANCED CONTROL INC.

May 2, 2008

Business Administration & Accounting Assistant, Part-time

ESAC provides turnkey integrated solutions for utilities and industries specializing in SCADA, protection, control and instrumentation. Projects consist of design, development and implementation. System arrangements of PLCs, RTUs, integrated relays/meters, SCADA PC based HMI software, LAN/WAN communications and relational databases.

ESAC leads the electrical industry in innovative power system integrated solutions based on technology, service and value. We seek a professional and meticulous part-time individual for our administrative team to groom for full-time senior management over a couple of years.

Duties:

1. Develop and maintain a detailed understanding of business and project administration for a utility integrated solutions supplier.
2. Working with management and multidiscipline technical team for proposal development legal and finance requirements.
3. Assisting management in all aspects of business operations; administration, accounting, job costing, human resources and overall strategic planning.
4. Developing business reports, evolving internal accounting programs, leading contract administration and implementation of overall business planning programs.
5. Leading human resources with senior management for staff regulatory requirements, mentoring with performance/career management, company policies, health and safety.
6. Assisting senior management for primary subcontractors and corporate agreements.
7. Working with all staff levels, project teams, strategic clients and suppliers improving business relationships in achieving an effective and harmonious work environment.

Required Qualifications:

1. Business Commerce degree with Accounting and/or Administration majors.
 2. Preference to applicants with 3 to 5 years work experience in an integrated solutions business environment with a technical professional staff basis.
 3. Microsoft Office (Word, Excel & SQL) and AccPac accounting.
 4. Experience in developing SQL databases with linked Excel reports.
 5. Excellent administration, integrated office, speaking and writing skills.
 6. Self motivated, ability to learn new skills, assume new responsibilities and work cooperatively in a team environment.
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ESAC offers progressive benefits, attractive performance bonuses and continuing education plans. Enjoy professional growth with an innovative company continuously expanding horizons.

Please forward resumes indicating technical skills and systems experience including salary history with expectation in confidence to Human Resources; esac.hr@esac.com

Systems at Your Fingertips
Integrated Protection, Control and Metering



151 Meg Drive
London, Ontario N6E 3Z7

Tel. (519) 686-6722
Fax. (519) 686-1486