

CARO Analytical Services is a British Columbia based environmental analytical laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. With operations in Edmonton, Kelowna, Whitehorse and Richmond CARO strives to achieve its mission of providing clients with complete peace of mind through the highest level of service, technical excellence and quality control.

Client Service Representative duties include administrating the sample receipt process using a Laboratory Information Management System (LIMS) database and liaising with clients by providing information on lab services, pricing, and project status. Duties will also include assisting current staff with analytical procedures, conducting analyses independently, ensuring that work is conducted in adherence with quality standards, and contributing to the overall operation of the department.

Preference will be given to candidates with:

- Degree or diploma in environmental, chemical or microbiological sciences.
- Past experience working for an analytical services company, preferably in a similar capacity. General customer service experience is a strong asset.
- Self motivated with exceptional interpersonal and communications skills with clients and staff.
- Ability to work in a high-energy environment and handle multiple tasks and deadlines.
- Strong general computer skills including MS Office applications.
- Demonstrated knowledge of environmental methodologies, environmental regulations and quality management practices, specifically in the area of general water quality.

CARO Analytical Services offers attractive potential for career advancement, with competitive remuneration and benefits. If you aspire to a career with a thriving, fast-paced and growing environmental laboratory with top quality people, consider CARO.

No telephone inquiries please. Provide cover letter and resume by email to:

Attention: CARO Human Resources
Email: hr@caro.ca
www.caro.ca