

CARO Analytical Services is an environmental and food laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. With operations in Kelowna, Richmond, Burnaby, Victoria, Edmonton, Calgary, Yukon and Whitehorse, 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. CARO also happens to have a pretty awesome corporate culture thanks to a great team of employees who take their jobs seriously but not themselves!

DESCRIPTION: Front of Office and Administrative Support – Kelowna, BC
(Full Time)

As the Front of Office Receptionist for CARO Analytical Services' growing environmental and food testing divisions, your main responsibilities will include:

- Greeting walk-in clients and receiving incoming samples.
- Answering incoming client calls and emails.
- Managing and tracking inbound/outbound mail and courier deliveries.
- Coordinating credit applications.
- Planning and organizing staff social events.
- Keeping maintaining administrative documents up to date.
- Other tasks as required.

QUALIFICATIONS:

- Post-secondary education in business, office administration, or sciences is an asset.
- Strong ability to exercise tact and discretion.
- Professional demeanor, strong oral and written communication skills.
- Ability to work independently and within a team environment, producing accurate high-quality client deliverables.
- Ability to effectively time manage while performing multiple tasks and priorities
- Ability to maintain a positive attitude while working in a fast-paced environment.
- Experience in a front desk setting, or an equivalent combination of education and experience is required.
- Computer literate (MS Office) at an advanced level.

We are charismatic scientists driven to make the world healthier and safer. CARO Analytical Services offers an attractive potential for career advancement and development, with competitive remuneration and benefits. If you aspire a career with a thriving, fast-paced and growing company, consider CARO.

No telephone inquiries. Please provide a cover letter and a resume by email to:

EMAIL: hr@caro.ca
ATTENTION: CARO HR: Front of Office and Administrative Support – Kelowna