

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: Client Service Representative – Edmonton, AB (*Full Time*)

As a Client Service Representative for CARO's Edmonton Environmental and Food Testing Laboratory, your duties will include sample triage, administering the sample receipt process using a Laboratory Information Management System (LIMS) database, entry and supply of bottle orders, and serving as a resource to internal and external clients. Attention to detail and knowledge of laboratory operations are skills identified for this role.

QUALIFICATIONS:

- Prior client service experience with a demonstrated ability to provide creative solutions
- Friendly and positive attitude
- Self-motivated with exceptional interpersonal and communications skills
- Ability to work in a high-energy environment and handle multiple tasks and deadlines
- Experience with shipping or logistics
- Strong computer literacy including MS Office applications
- Strong attention to detail
- Knowledge of environmental methodologies, environmental regulations and quality management practices an asset
- Education in environmental, chemical or microbiological sciences

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: CSR – Edmonton