

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: Receptionist – Kelowna, BC
(Full Time)

As a Receptionist for CARO Analytical Services' growing environmental and food testing division, you will serve as a resource (to internal and external clients) by providing information and addressing issues in friendly and efficient manner. Your area of focus will be the Front Office and administrative support.

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
- Completion of pre-pay invoicing and monthly invoicing requirements
- Coordinating credit applications
- Maintaining administrative documents up to date
- Other tasks as required

QUALIFICATIONS:

- Professional demeanor and strong oral communication skills.
- Ability to effectively time manage while performing multiple tasks and priorities
- Ability to maintain a positive attitude while working in a fast-paced environment.
- Computer literate (MS Office).

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: Receptionist – Kelowna