

Do you enjoy fast-paced environments?

Do you have high attention to details & enjoy physical work?

If you answered 'YES' to these questions, then this is the perfect job for you!

Full Time or Part Time Data Entry – Burnaby, BC (Graveyard Shift 6pm-2am)

As a Data Entry Clerk for CARO Analytical Services' growing laboratory network, your main responsibilities will include:

#### **Client Facing**

- Greeting walk-in clients and receiving incoming samples (very few in the graveyard shift)
- Responding to incoming client calls and emails.

#### **Work Order Tasks**

- Work order Login and sample labelling.
- Sending Login notification to clients promptly.

#### **Logistics**

- Receiving incoming samples from couriers and assisting walk-in client.
- Shipping – return coolers, interoffice shipments, sublet.

#### **QUALIFICATIONS:**

- Genuine dedication to customer service.
- Ability to prioritize and multitask in a very fast-paced environment.
- Experience working with Microsoft Office for quick and accurate data entry.
- Science degree or previous work in a laboratory is an asset.

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

Please email your resume to [hr@caro.ca](mailto:hr@caro.ca) and put "Data Entry-Burnaby" in the subject line.