
Full Time Data Entry – Richmond, BC

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.
- 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 clients.
- 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 and put “Data Entry-Richmond” in the subject line.