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

Many of our Co-op students get a full-time job offer from CARO after their co-op term!

CARO Analytical Services is an employee-owned environmental laboratory that provides professional analytical testing services to public and private clients throughout Western Canada. Whether supporting a client cleaning up a contaminated site, providing water quality data to ensure Canadians have access to clean water, or supporting the government in testing our food source for potential pesticide exceedances, CARO provides the data essential to the success of these programs. 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: *We are charismatic scientists, driven to make the world safer and healthier.*

DESCRIPTION: Kelowna – Client Service Representative Co-Op student

One co-op position is available from May to December (8-month term)

RESPONSIBILITIES:

- Work order Login and sample labelling.
- Confirm COC discrepancies with Account Manager or Client (as needed).
- LIMS client/project setup for small accounts.
- Sending Login notification to clients promptly.
- Receiving incoming samples from couriers and assisting walk-in clients.
- Shipping – return coolers, interoffice shipments, sublet.
- Complete Bottle Order Requests on WooCommerce and use it for tracking/preparing/packing order and shipping on-time.
- Responding to incoming client calls and emails.

SKILLS AND QUALIFICATIONS:

- Experience and genuine dedication to customer care/service.
- Positive, outgoing, optimistic personality.
- Ability to prioritize and multitask.
- Excellent verbal and written communication skills.
- Excellent organizational and administrative skills; detail oriented.
- Problem solving and trouble shooting skills.
- Knowledge of MS Office (Word, Excel, PowerPoint, Access etc.).

Please email your resume to hr@caro.ca and put “Kelowna – Co-Op” in the subject line.

