

CAREER OPPORTUNITIES:



**BUREAU
VERITAS**

Branch Manager – Timmins (Ref# BMT_160906)

A WORLD LEADER IN TESTING, INSPECTION & CERTIFICATION SERVICES

Bureau Veritas offers dynamic, exciting employment opportunities with an attractive salary/benefit package and an opportunity to play a vital role with a global organization. If you would enjoy working in a dynamic environment and are looking for an opportunity to become part of a stellar team of professionals, we invite you to apply today.

Position Summary

Reporting to the **Regional Director – Canada/Dominican Republic/Guyana**, the **Timmins Branch Manager** position is based in Timmins, ON and oversees all aspects of sample preparation and fire assay operation of the branch facility including personnel, clients and quality control. The Timmins Branch Manager also assumes technical management responsibilities for the Timmins facility in the absence of the Regional Director – Canada/Dominican Republic/Guyana.

Duties and Responsibilities include but not limited to:

- Manages all issues regarding employee hiring, termination, scheduling, conflict resolution, and training
- Responsible for lab efficiency and maximizing staff performance in both sample preparation and Fire Assay
- Ensures proper maintenance of sample preparation, Fire Assay and other facility equipment
- Ensures all SOP's, forms and other related documents are kept up to date
- Maintains a close professional client relationship and providing logistical support to clients
- Other duties as assigned or required

Experience, Qualifications, Skills and Abilities:

- College or University education – preferably in Science and/or Business Management
- Minimum 2 years' experience in management or supervisory position
- Previous experience in Fire Assay or mineral lab setting preferred
- Strong oral and written communication skills
- Excellent interpersonal skill (able to deal with both internal personnel and client issues tactfully and efficiently)
- Strong organizing and time management skills
- Able to work under pressure with tight deadlines

This position provides a great opportunity to work for a company that has a global footprint across 140 countries. An attractive remuneration package will be offered that is in line with your qualifications and experience.

If you feel that you are the right person for this position please forward your application by email, quoting reference **BMT_160906** to: hrdept@ca.bureauveritas.com

By close of business September 23, 2016
Bureau Veritas is an equal opportunity employer

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