

CAREER OPPORTUNITIES



Client Services Representative (Ref: CSR_1707)

A WORLD LEADER IN TESTING, INSPECTION & CERTIFICATION SERVICES

Bureau Veritas offers dynamic, exciting employment opportunities 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 **Client Services Manager**, the **Client Services Representative** is responsible for client contact management through email/telephone and resolve client inquiries, issues and/or complaints. This is a full time position, 40 hours per week.

Duties and Responsibilities

- Client contact management (handling client contact via email and telephone)
- Resolve client inquiries, issues and/or complaints
- Track client jobs and report progress
- Coordinate client needs with laboratory production managers
- Assist and coordinate with branch office as required
- Assist in maintaining client relations when required
- Comply with all company policies, occupational safety regulations, laboratory safety procedures, and requirements of applicable ISO Quality System SOPs
- Other duties or tasks as assigned from time to time

Experience and Qualifications:

- BSc, BCIT diploma in Science, preferably in Chemistry
- Some laboratory experience an asset
- Strong organizing and problem solving skills to effectively handle time critical issues
- Excellent communication skills, both verbal and written
- Strong interpersonal skills – outgoing, positive, tactful and flexible
- Able to work independently and as part of a team

If you feel that you are the right person for this position please forward your application by email, quoting reference **CSR_1707** to: hrdept@ca.bureauveritas.com

Bureau Veritas is an equal opportunity employer

Please note that applications without the job reference will not be accepted.
Candidates applying for Canadian job postings must be authorized to work in Canada.