

CAREER OPPORTUNITIES:



BUREAU
VERITAS

Login Clerk (VANLC_201803)

Position Summary

Reporting to the Sample Prep Manager and/or Assistant Sample Prep Manager and under the general supervision of the Receiving Floor Supervisor, the **Login Clerk** position is based in Vancouver, BC and performs duties related to entering client and lab supplied data to produce sample labels and work sheets. This is primarily a clerical role but may be required to perform some sorting/receiving of client samples as needed. Working hours will be on an afternoon shift (3pm to 11pm) in a fast-paced environment that requires the ability to work under pressure with tight deadlines. Working overtime and on weekends may be required as needed.

Duties and Responsibilities (include but not limited to)

- Check and enter work instructions (method code, reporting, pricing and invoicing information) with respect to sales quotes, client instructions and client profile information.
- Ensure fast and accurate processing of incoming samples in priority sequence.
- Comply with all laboratory safety procedures and requirements of applicable ISO Quality system Standard Operating Procedures
- Other tasks as assigned or required from time to time

Experience and Qualifications

- Minimum completion of high school
- Experience in data entry an asset but on-the-job training will be provided
- Excellent time management skills and proficient using Microsoft Office Suite
- Excellent data entry accuracy, detail orientated
- Must be available to work afternoon shift hours (3pm to 11pm) – however, initial training will be scheduled 8am-4pm

Additional Information:

- Starting wage of \$14.50 per hour
- Shift premium of \$0.50 per hour for each hour worked in the afternoon shift
- Located approximately 15 – 20 minute walk from the Marine Drive skytrain station
- Company shuttle transports employees to and from the Marine skytrain station at the beginning and at the end of work shifts

All interested candidates should forward both resume and cover letter by email, quoting reference **VANLC_201803** 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 posting must be authorized to work in Canada.