

CAREER OPPORTUNITIES



Branch Manager – Juneau (Ref# USBMJ_1804)

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 Regional Manager – USA/Mexico/Nicaragua/Guatemala, the Juneau Branch Manager position is based in Juneau, AK (USA) and oversees all aspects of operations of the branch facility, including personnel, clients and quality control. The Juneau Branch Manager also assumes technical management responsibilities for the Juneau facility in the absence of the Regional Manager – USA/Mexico/Nicaragua/Guatemala.

Duties and Responsibilities

- Manages all issues regarding employee hiring, termination, scheduling, conflict resolution and training
- Responsible for branch facility efficiency and maximizing staff performance in sample preparation to ensure optimal turnaround
- Ensures proper maintenance of sample preparation and other facility equipment
- Ensures all SOPs, forms and other related documents are kept up to date
- Maintain a close professional client relationship and providing logistical support to clients as needed
- Complies and ensures all employees compliance with OHS regulations, laboratory safety procedures and applicable Quality System SOPs
- Other tasks as assigned or required from time to time

Experience and Qualifications:

- College or university education – preferably in Science and/or Business Management
- Experience in management or supervisory position
- Previous experience in mineral lab setting an asset
- Strong oral and written communication skills
- Excellent interpersonal skills (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

In addition to offering a compensation package that is in line with your qualifications and experience, this position also provides a great opportunity to work for a company that has a global footprint across 140 countries.

If you feel that you are the right person for this position, please forward your resume and cover letter by email, quoting reference **USBMJ_1804** 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 this job posting must be currently authorized to work in the USA.

www.bureauveritas.com/um