

# CAREER OPPORTUNITIES



## Receptionist (Ref: Recp-1806)

### 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

Under the supervision of the Regional Director – Canada, this position is responsible for providing general clerical and administrative support for the Vancouver office of Bureau Veritas Commodities Canada Ltd. In addition to the main duty of handling a busy switchboard, other duties of this position include greeting/assisting visitor and handling incoming/outgoing mail and/or packages. This position may also be asked to provide secretarial services/support to Finance and Executive Management as required.

#### Duties and Responsibilities (include but not limited to)

- Handle all incoming calls, including redirecting calls and taking messages as required
- Greet and assist visitors, accept and sign for packages and distribute incoming mails, as well as arrange/coordinate outgoing mails and packages either by Canada Post or a courier service
- Check the general BV Info folder and reroute emails to the appropriate staff or department
- Maintain logbooks for visitors and track manager vacation, sick and business travel days
- Coordinate meetings, including reserving the Conference Room and processing catering requests
- Provide administrative support to Finance and Executive Managers as needed
- Maintain internal and mobile telephone directory for all designated personnel
- Comply with all company policies, laboratory safety procedures and applicable Quality System SOPs
- Other tasks as assigned or required from time to time

#### Experience, Qualifications and Skills:

- Minimum high school diploma
- Excellent command of the English language, both verbal and written
- Strong telephone communication skills and manner
- Experience in general receptionist, handling switchboard and/or customer service an asset
- Detail oriented
- Ability to work independently with minimum supervision as well as others
- Basic computer and Microsoft Suites knowledge (WORD, EXCEL and Powerpoint)
- Strong ability to manage time sensitive deadlines

#### Remuneration:

- Starting rate of \$15.00 per hour

If you feel that you are the right person for this position please forward your application by email, quoting reference RECP\_1806 to: [hrdept@ca.bureauveritas.com](mailto: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*