



**BUREAU
VERITAS**

CAREER OPPORTUNITIES:

Sorting Clerk (VANSC_201807)

Position Summary

Under the general supervision of the Receiving Floor Supervisor, the **Sorting Clerk** position is based in Vancouver, BC and unpacks and sorts incoming samples from customer or other branch labs. This is primarily a hands-on role sorting/receiving of client samples but may develop into a clerical role for the right candidate. 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)

- Unpack, sort, transfer and dry samples in correct sequence; observe and report and errors to Supervisor
- 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 production work an asset but on-the-job training will be provided
- Excellent time management skills and proficient using Microsoft Office Suite
- Detail orientated, hard-working, willingness to learn
- Must be available to work afternoon shift hours (3pm to 11pm) – however, initial training will be scheduled 8am-4pm

Other Details

- Starting wage of \$13.25 per hour, shift premium available for afternoon shift
- Eligible for Extended Benefit Plan after 6 months full time employment
- Staff eligible for Employee Referral Bonus Program
- Located approximately 15 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 **VANSC_201807** 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 have unrestricted authorization to work in Canada.