

# CAREER OPPORTUNITIES



## Sorting Clerk (VANSC\_1904)

### 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 general supervision of the Sample Prep Manager, 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 (12pm to 8pm) 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

- Unpack, sort, transfer and dry samples in correct sequence; observe and report and errors to Supervisor
- Challenge yourself to provide 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,
- Diligent in maintaining workplace safety without compromising quality and quantity of work
- Must be available to work afternoon hours (12pm to 8pm) – however, initial training will be scheduled 8am-4pm

#### Other Details

- Starting wage of \$15.00 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
- 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 resume by email, quoting reference **VANSC\_ 1904** to: [hrdept@ca.bureauveritas.com](mailto:hrdept@ca.bureauveritas.com)

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