

## **JOB ANNOUNCEMENT FORM**



VWR Lab Products Pvt.Ltd.

Date : 17<sup>th</sup> Dec-2015  
Location :RGUKT-RKV Campus

### **Eligibility Criterion:**

<b>Description</b>	<b>Criterion</b>
<b>Stream- B Tech</b>	Chemical Engineering Only
Marks/grades: X, XII and B.Tech	Open for all
Year of pass	2016
Grade	<b>Job Title: Associate – Life Science</b> <b>Reports To: Team Lead/Sr. Team Lead</b>
CTC	Rs. 2 lakh / annum + Benefits (Take home 14.04K per month)
Training period	-
Service Agreement:	-
Work Location:	-

### **Competencies Required:**

1. Analytical and Critical Thinking
2. Collaboration & Teamwork
3. Continual Improvement and Innovation
4. Customer Focus
5. Developing People
6. Driving Results
7. Adhere to VWR's policies, procedures, rules and guidelines
8. Uphold VWR Culture and Values at all times

### **Skills, knowledge & experience:**

1. Good communication – Verbal and written
2. Typing Proficiency
3. Excellent Microsoft Office (MS Word and MS Excel and/or MS Access) skills
4. Chemical Engg.Graduates and above in the field of Life Sciences

## **Key Responsibilities and Tasks:**

1. Complete training and get certified on process/processes within the stipulated timeframe
2. Adhere to the work flow instructions/standard operating procedure provided by the business
3. Complete all assigned tasks as per Service Level requirements specified by the business and meet/exceed key performance parameters
4. Liase with both internal and external customers and provide resolution with a customer centric approach
5. Liase with the sales team to assist with any customers inquiries and handle calls (Outbound & Inbound) as applicable
6. Provide pre/post sales technical support via email/call/chat.
7. Identify and check product compatibility by providing product specifications based on end user application
8. Suggest alternatives to unavailable products
9. Identify and utilize upselling and cross selling opportunities
10. Be open to new learning and upskill process knowledge from time to time
11. Help accomplish team goals and objective by being a good team player
12. Be open to work in any shift

## **Skills, knowledge & experience:**

1. Good communication – Verbal and written
2. Typing Proficiency
3. Excellent Microsoft Office (MS Word and MS Excel and/or MS Access) skills
4. Graduates and above in the field of Life Sciences

## **Selection Process:**

Pre placement Talk

Group Discussion/Group Activity

Written Test-Technical and General

Interview with panel

Final short List.

**Placement Officer**