

CMA Testing and Certification Laboratories

Company Website: <http://www.cmatesting.org/en/home>

Laboratory Technician - Classification Team (Toys & Material)

Responsibilities:

- Evaluate the testing sample and assign appropriate safety test in accordance with international safety;
- Review and analysis the sample construction to prepare a details sample breakdown for testing purpose;
- Ensure all jobs be completed on time;
- Perform any other ad hoc tasks if assigned.

Requirements:

- Higher Diploma or above in science or related disciplines;
- Knowledge of sample breakdown & international standards, EN, ASTM & Japan Toy Standards is a definite advantage;
- Well-organized, self-motivated & good team player;
- Proficiency in MS Word/ MS Excel;
- Immediately available is preferred.

Laboratory Technician - Environmental Division

Responsibilities:

- Perform stack and water sampling and monitoring work;
- Perform environmental laboratory testing;
- Assist in handling routine laboratory works;
- Perform equipment maintenance;
- Data logging and analysis;
- Undertake any other duties as assigned.

Requirements:

- Higher Diploma or above on Chemistry / Environmental study;
- Working experience in laboratory is an advantage (Environmental stream preferred);
- Good in communication skills, good command of spoken & written English and Chinese;
- Mature, independent and hardworking;
- Immediately available is highly preferred.

Laboratory Technician (Food & Pharmaceutical Division) - Microbiology team

Responsibilities:

- Perform routine MB test samples;
- Maintain and repair laboratory equipments;
- Assist in development of new tests;
- Undertake any other duties assigned.

Requirements:

- Higher Diploma or above in microbiology, food science, biochemistry or other related disciplines.
- Working experience in food & pharmaceutical testing industry is an advantage.
- Out-going, detail minder, mature, hardworking & responsible
- Good command of English and Chinese.
- Immediately available is highly preferred.

Site Assistant - Environmental Division (IAQ)

Responsibilities:

- Handle Indoor and Outdoor Air Quality sampling and measure work;
- Assist in environmental laboratory testing;
- Handle measurement data;
- Perform equipment maintenance;
- Undertake any other duties assigned.

Requirements:

- F.5 or Diploma in Science or Environmental Science related disciplines;
- With 1 year relevant working experience is an advantage;
- Knowledge in air and noise measurement;
- Good knowledge in MS Office applications;
- Good command of English and Chinese;
- Willing to work on-site;
- Shift duty may be required;
- Immediately available is preferred;
- Fresh graduates will also be considered.

Customer Service Executive / Assistant CS Executive / CS Coordinator - Toys and Material Division

Responsibilities:

- Provide customer service support by following up test requisitions or orders;
- Handle incoming customer inquiries and complaints in a courteous manner;
- Maintain good relationship with customers by phone calls, emails and meetings;
- Prepare proposals, quotation and assist technical team to assign testing;
- Follow up lab test projects and sending reports to customers in timely manner;
- Communicate with laboratory staff on test projects to ensure the jobs are satisfactory;
- Perform any other ad hoc projects as assigned.

Requirements:

- Higher Diploma or Associate Degree above, preferably in science stream;
- Candidates with degree holder or commercial lab experience is an advantage;
- Initiative, well-organized with excellent communication skills;
- Willing to work under pressure and overtime;
- Good PC Knowledge in MS Word, Excel, PowerPoint & other PC applications;
- Good command of spoken & written English and Chinese (Mandarin);
- Fresh graduates will be considered as Customer Service Coordinator;
- Candidates with 1-3 years' CS experience will be considered as Assistant Customer Service Executive;
- Immediately available is highly preferred.

Assistant Customer Service Executive (Food & Pharmaceutical)

Responsibilities:

- Handle telephone and email enquiries, client instruction in a professional and timely manner;
- Coordinate with internal teams to satisfy customers' needs;
- Follow up on the daily test application, process, quotation and tender request;
- Assist in ad hoc duties as assigned.

Join Us If You Are:

- Passionate about Food/ Pharmaceutical/ Environmental testing, audit, inspection and quality solutions;
- Keen on participating the third-party lab projects in the region;
- Initiative, detail minded with persistence in problem solving;
- Embrace new challenges including tedious but necessary tasks;
- Interested in joining our glamorous Presentation Skills Training (PST) and Technical Knowledge Workshop (TKW), with our expanding team;
- Higher Diploma or equivalent in Science, Business Administration or related discipline;
- Cert holder of HKDSE and Fresh graduates will also be considered;
- Candidates with less experience and qualifications will be considered as Customer Service Coordinator.