

Working in Exova's Health Sciences Division as an Account Representative, you will join our Client Service team in responding to specific client requests, developing quotations, and completing follow up communications. You will maintain our client relationship management database, respond to requests for data, reports, review and update procedures. You will assist with sample reception triage, sample logging and job tracking as required.

Exova's **Mississauga, ON** location is currently seeking an **Account Representative**.

### **Responsibilities**

- Facilitate client inquiries, understand technical needs and develop quotations in conjunction with technical staff
- Follow up on quotations and solicit client feedback on performance
- Assist with processing in-coming samples and scheduling
- Participate in client contact programs
- Visit clients to present capabilities and generate additional sales

### **Requirements**

- University or college degree in Chemistry or a related scientific discipline
- Project management and/or sales experience with a pharmaceutical laboratory, instrument manufacturer or related Health Sciences industry.
- Excellent project management skills
- Detail oriented, accuracy in work essential
- Good written and verbal English and French communication skills
- Familiarity with MS Office programs
- Working knowledge of GMP requirements

If you are interested in this challenging career opportunity, please submit your resume by e-mail to **careers@exova.com** and quote ref "**Account Representative 000-421**" in the email subject Line.