



**QAI Job Number:** QAI-PROJADMIN -CORP-03312023  
**JOB TITLE:** Project Coordinator  
**LOCATION:** Burnaby, BC, Canada  
**NUMBER OF POSITIONS:** 1  
**CATEGORY:** Electrical Product Safety (ELE)  
**POSTING DATE:** Immediate  
**CLOSING DATE:** Open until filled

**BACKGROUND:**

Founded in 1994 by a group of experienced certification and testing experts, QAI Laboratories Ltd. (QAI) is a multi-national professional certification body, test laboratory, and inspection agency with offices throughout North America and Asia. Recognition of the QAI name and logo have grown significantly over the past few years resulting in significant expansion of the business. We are looking for a talented, hardworking, dedicated person to join our growing team and support the future expansion of the business.

We are looking for a talented and motivated individual who enjoy working in a team environment to help us achieve our goals for growth and fill a position within our Electrical Department. The Project Coordinator's objective will be to coordinate with customers and coworkers to ensure that the department's goals are achieved, and administration tasks are completed on time and with high accuracy. This dynamic role requires a highly team-oriented individual that can wear many hats and take on administrative and customer service projects.

QAI is currently looking for applicants with up to 2 - 3 years of experience to fulfill the following tasks:

**DUTIES:** The successful candidate will perform, but not limited to, the following duties:

- Administrative support for the **Sales**
  - Communicate with customers for POs
  - Assist sales team with quote preparation
  - Follow up with customers for signing proposals
  
- Administrative support for the **Project Managers**
  - Arrange project schedules (Lab testing and Inspections)
  - Allocate project to the appropriate project manager
  - Open new projects files and work order
  - Coordinate with team to update work backlogs
  - Send the project status to Accounts Receivable for monthly invoicing
  - Assist with invoicing, project tracking, and report filing
  - Arrange shipments for equipment
  - Create POR for subcontracting projects
  - Dispense and track labels
  
- Distribute and file key information
- Become familiar with the QAI quality systems and administrative procedures
- Other administrative duties as assigned by Vice President of ELE team.

**QUALIFICATIONS:** The successful candidate will have:

- 2-3 years' work experience in Project Coordination and Customer Service
- Excellent written and verbal communication skills
- Polished understanding of client interaction
- Work extremely well in a team environment
- Detail oriented with strong planning and multi-tasking skills
- Efficiently manage time and be highly organized
- Knowledge and experience with QuickBooks
- Fully proficient in all Microsoft Office applications as well as proficiency with email
- Ability to work under pressure and deliver against tight timelines



- Self-motivated, outgoing with a positive attitude
- Problem solver and take initiative in learning new skills
- Interact effectively and professionally with customers and staff
- Ability to work in a fast-paced environment and juggle priorities

**KEY TECHNICAL COMPETENCE:**

- Possess good communication and organizational skills.
- Able to multi-task with some degree of accuracy and efficiency.
- Understands the assigned department or areas and works to improve the processes.

**ADDITIONAL INFORMATION:**

- The successful candidate will progress, subject to satisfactory performance, through a 3-month probation and training period.

**APPLYING:**

QAI Laboratories offers a competitive compensation and benefits package including base salary, extended medical, dental, and RRSP matching programs.

Interested candidates should submit their cover letter and resume to [hr@qai.org](mailto:hr@qai.org). Please indicate the QAI Job title in the subject line of the email and in the subject line of your email. Applications will only be accepted when emailed in MS Word or PDF format and must have a job-specific cover letter. Please be sure to include the QAI job number in the subject line.

**JOIN OUR TEAM! LEARN, DEVELOP, GROW!**

At QAI, you will have the opportunity to put your aptitude, experience, knowledge, and desire to learn to the test. We make a difference in people's lives through the work we do as a top-notch Product Testing, Certification, and Inspection body whilst providing rewarding careers for our employees.

**Equal Opportunity Employer:**

QAI Laboratories is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.

**Note: No visa sponsorship is available.**

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