



QAI Job Number: **QAI EMC0803**
JOB TITLE: RF/EMC Technologist
LOCATION: Burnaby, British Columbia
NUMBER OF POSITIONS: 1
CATEGORY: Testing
CLOSING DATE: Open Until Filled

BACKGROUND:

QAI Laboratories is a Professional Test Laboratory located in Burnaby, British Columbia that provides electromagnetic compatibility testing services to local technology companies. Products that we test come from a range of industries such as telecommunication, IT, industrial, transportation, military, and others. The QAI name is well recognized throughout the local high-tech market resulting in steady growth of the EMC testing business.

QAI Laboratories is currently looking for an **RF/EMC Technologist for the afternoon shift (3pm to 11pm)** to fulfill the following tasks:

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

- Perform testing of equipment to recognized standards
- Record and analyze test data
 - Understand technical result from relevant equipment (such as spectrum analyzers, oscilloscopes, signal generators, radio frequency amplifiers, chart recorders etc.)
- Write concise and accurate test reports:
 - Interpret technical instructions and log sheets including maintaining a log of reports and update management of project status as needed
 - Enter test data using Microsoft Office and other programs.
 - Write clear and concise language that is responsive to requirements.
- Interact effectively with clients and staff
 - Work with Program Managers to incorporate customer edits
 - Work collaboratively with engineers and other subject matters expert to understand the operation and application of all products and services that are being documented
- Maintain test equipment and track calibration records
- Ensure work complies with the QAI quality system
- Other duties as assigned by the manager or its designee

QUALIFICATIONS: The successful candidate will:

- At minimum, completed a two-year engineering diploma in electrical/electronic or in related fields and/or two years of administrative/documentation/report writing experience, with excellent command of the English language and have good grammar and punctuation skills.
- Possess the ability to read, understand, and apply technical EMC standards towards product testing programs
- Possess "Good Laboratory Practice" skills essential for testing products.
- Possess strong analytical skills
- Possess good interpersonal and communication skills, both written and oral
- Possess ability to work effectively within the team while under tight deadlines
- Possess superior MS Word and Excel skills and be proficient with email correspondence



KEY TECHNICAL COMPETENCE:

- Accepts instruction and follows it for testing outside of their general scope of knowledge and experience.
- Able to grasp general concepts in a field of testing and apply it to specific test methods.
- Able to perform simple testing and as knowledge grows in a specific field of testing graduates to more complex testing methods.
- Seeks assistance and knowledge from more senior personnel when a specific requirement is outside of their general scope of knowledge.
- Good working knowledge of the test methods in their specific discipline.
- Able to multi-task with some degree of efficiency and accuracy.
- Maintains a sense of ownership and responsibility for projects assigned to them.
- Able to write clearly, concisely and precisely to properly support document.
- Capable in using Microsoft Office tool and other programs.

ADDITIONAL INFORMATION:

- Candidates must hold a valid BC driver's license.
- Candidates must be open to working extended hours during peak service demands.

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 sponsorship is available.
