



VANCOUVER, BC: 877.461.8378 ph. | 604.527.8368 fx.
MIAMI, FL: 305.885.3328 ph. | 305.885.3329 fx.
LOS ANGELES, CA: 909.483.0250 ph. | 909.483.0336 fx.
TULSA, OK: 918.437.8333 ph. | 918.437.8487 fx.
TORONTO, ON: 905.605.5444 ph.
CLEVELAND, OH: 440.918.1425 ph.
WEBSITE: WWW.QAI.ORG

QAI Job Number: QAI ELECOOR072221
JOB TITLE: Department Coordinator (Electrical Division)
LOCATION: Burnaby, British Columbia
NUMBER OF POSITIONS: 1
CATEGORY: Administration
POSTING DATE: February 1, 2022

BACKGROUND:

Founded in 1994 by a group of experienced certification and testing experts, QAI is an independent third-party testing, inspection and certification organization which serves the building, technology, and construction industries (among others) with cost effective solutions through our in-house capabilities / services, and an established world-wide network of qualified affiliates. The QAI name and logo have become well recognized throughout the Certification world resulting in steady growth of our Certification, Testing, and Inspection business streams.

QAI is currently seeking an **Electrical Coordinator** to support the Electrical Safety Product Department at our Burnaby, BC location. This role requires a skilled multitasker, who excels in client communication while taking on a coordination role for the team in a fast paced environment.

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

- Scheduling of Special Inspections
- Taking and directing sales calls as required
- Coordinating SI paperwork internally and with inspectors
- Assist in quote preparation
- Track and print labels
- Coordinate electrical safety department projects spreadsheet
- Maintain scheduling calendars
- Listing directory standards update tracking
- Tracking unapproved component annual testing
- Administrative help to Project Manager (initial email, samples, agreements, etc.)
- Corrective Action Record tracking and follow up
- Be able to interact effectively and professionally with customer and staff, as required.
- Must be willing to part of an energetic team with a can-do attitude.

QUALIFICATIONS: The successful candidate will:

- Strong time management, prioritization, and multitasking skills
- Excellent interpersonal skills to build strong relationship with internal and external clients
- Possess superior MS Word and Excel skills, be proficient with Email and Adobe Acrobat.

Key Technical Competence:

- Possess good communication and organization skills
- Able to multi-task with a high degree of accuracy and efficiency
- Understands the departments or areas which they are assigned and works to improve the processes.

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.



APPLYING:

Interested candidates should submit their applications here: [Department Coordinator - ZipRecruiter](#) or via email at careers@qai.org

We thank all the applicants in advance for their interest; however, only those under consideration will be contacted.

Note: No sponsorship is available.