

**QAI Job Number:** QAI-11030TC  
**JOB TITLE:** Junior/Intermediate Project Manager  
**LOCATION:** Burnaby, British Columbia  
**NUMBER OF POSITIONS:** 1  
**CATEGORY:** Evaluation, Inspection, Testing  
**POSTING DATE:** September 16, 2019  
**CLOSING DATE:** **Open Until Filled**  
**SALARY:** TBD

**BACKGROUND:**

QAI Laboratories Ltd. (QAI) is a professional certification body, test laboratory, and inspection agency with offices in Burnaby (BC), Toronto (ON), Los Angeles (CA), and Tulsa (OK). Over the last few years, the QAI name and logo have become increasingly recognized throughout the industry resulting in steady growth of the business.

QAI is currently seeking an entry-level project manager and inspector to support our Vehicle Compliance and Recreational Vehicle (RV) division at our Burnaby, BC location. This role involves evaluation of documentation for compliance with code requirements, travel to inspect factories for compliance, and direct communication with QAI clients.

**DUTIES:** The successful candidate will as a minimum:

- Perform project work, inspection review, and administrative tasks with the Transport Canada Compliance and RV certification Program.
- Review drawings and documents relating to a variety of vehicles to determine compliance with the relevant codes, standards or regulations.
- Represent QAI at industry tradeshow and conferences
- Be able to read and understand a set of technical drawings, Federal Acts and Regulations (Canadian Motor Vehicle Safety Act and Customs Act), RV standards.
- Write concise, detailed, accurate, and objective reports
- Travel throughout Canada and the USA to perform inspections at manufacturing sites
- Assist with marketing and sales to help promote the program.
- Become familiar with the QAI quality system and administrative procedures
- Interact effectively and professionally with customers and staff
- Ability to trouble shoot vehicle importation / exportation issues and work with clients, brokers and transporters to find a resolution.
- Ability to work unsupervised remotely and self-motivated
- Provide support to the QAI sales team
- Participate in an energetic team with a can-do attitude

**QUALIFICATIONS:** The successful candidate will:

- Have a technical diploma or completed a trades program from an accredited Institution. The following subject areas of education are beneficial: science or engineering diploma/degree
- Experience with construction methods
- Be able to read and understand a set of technical drawings
- Possess the ability to read, understand, and apply technical codes and standards towards product certification, testing, and inspection projects
- Be personable, friendly, and able to explain code and regulatory requirements to clients both verbally and written in English
- Work well in a team environment
- Possess MS Office skills and proficiency with email

- Hold a valid Canadian driver's license
- Hold a valid passport or be able to obtain a valid passport to gain access to the USA and other international destinations
- Be self-motivated, detail oriented, and eager to learn

**Key Technical Competence:**

- Practical knowledge in the areas of expertise.
- Able to provide technical guidance on requirements in testing, inspection, and/or certification in their relevant field of expertise.
- Able to evaluate necessary requirements for testing, inspection, and/or certification and develop timelines which meet the needs of the client and QAI.
- Able to meet expected timelines and grasps the concept of prioritization.
- Able to multi-task and coordinate many activities across multiple departments, teams, and locations within the organization.
- Able to identify conformance to test, inspection, and/or certification criteria and communicate this to clients and throughout the organization.

**ADDITIONAL QUALIFICATIONS:** The following skills are an asset but not required:

- Experience working within an ISO quality control system
- Fluency in French language, both written and verbal

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

**APPLYING:**

Interested candidates should submit their applications to [hr@qai.org](mailto:hr@qai.org). Please indicate the QAI Job number in the subject line of the email and in the subject line of your cover letter.