QAI JOB #:   **QAI-MIAMI-LABSUP061522**
JOB TITLE: **Department/Lab Manager**
LOCATION: **Miami, FL**
CATEGORY: **Building Products**

BACKGROUND:

QAI Laboratories is a testing, inspection and certification organization providing services to manufacturers of building products, electrical products, vehicles, and other regulated products. Recognition of the QAI name and logo have grown significantly over the past few years resulting in significant expansion of the business.

Department/Lab Manager would be someone who is very motivated and likes to be hands on and interested in working in a product testing laboratory with the ability to read and comprehend test standards and specifications for performing the testing.

Flexibility in work schedule and working overtime, if needed, is ideal.

DUTIES: Under direction of Operations Manager, the successful candidate will perform, but not be limited to, the following duties:

- Manages day-to-day activities with respect to scheduling, record keeping and reporting.
- Responsible for efficient operation of the department and meeting customer service requirements
- Deals directly with clients.
- Maintains a high level of technical competence in the subject field.
- Promotes business wherever possible.
- Responsible for maintaining proficiency in testing, inspection, or certification standards, for areas within QAI's scope of accreditation.
- Ensures their team is maintaining compliance with the quality management system.
- Have a good understanding of testing and lab practices and be able to minimize costs while maximizing service to our clients.
- Instruct and train technicians under the guidance of the Technical Manager the requirements of the QMS and QSP procedures necessary for each job.
- Provides technical assistance to sales.
- Supervises to ensure assigned projects are completed as scheduled and as cost-effectively as possible.
- Scope of technical authority shall be limited by the level of authorization as shown in QSF 22.3-5, Authorization Matrix.
- Other duties as may be assigned by the manager from time to time

QUALIFICATIONS: The successful candidate will have:
Minimum:

- o Must have a technical diploma in an Engineering discipline or equivalent and at least 4 years of relevant experience in conformity assessment or equivalent.
- o Must have a minimum of 4 years of experience as a Project Manager or equivalent.
- o Must be qualified by QAI as able to work with limited supervision in a specific technical area.
- o Should have a strong technical background in the specific technical area of responsibility.
- o A good understanding of quality management and quality standards such as ISO/IEC 17025, ISO/IEC 17020, ISO 9001 or equivalent.
- o Ability to grasp general concepts in a field of testing and apply it to specific test methods.
- o Fluent with Microsoft Office software and have good written and oral skills

- Ability to read, understand, explain and interpret technical standards in English
- Ability to accept instruction and follow directions
- Ability to multi-task multiple test programs with some degree of efficiency and accuracy.
- Detail oriented
- Ability to lift at least 50 pounds
- Have a valid driver's license and have their own mode of transportation
- Ability to travel
- Be able to operate a forklift, or willing and able to be qualified as a forklift operator
- Maintains a sense of ownership and responsibility for projects assigned to them.
- Ability to work independently and within a team
- Must be a team player and have a great attitude toward their job which is to be demonstrated by taking pride in their work, working respectfully with others, self-motivated and a willingness to learn new areas of testing.

Key Technical Competence:
- Practical knowledge in the areas of expertise.
- Able to provide technical guidance or direct to an individual with required technical competence on requirements in testing, inspection, and/or certification in their relevant field of expertise.
- Able to evaluate or direct to an individual with required technical competence as to the 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 understand all costs associated with the services under their management.
- Able to multi-task and coordinate many activities across multiple departments, teams, and locations within the organization.
- Able to identify or direct to an individual with required technical competence as to conformance to test, inspection, and/or certification criteria and communicate this to clients and throughout the organization.
- Able to identify business opportunities for the organization with sound judgment in making recommendations.
- Familiar with the requirements of ISO 17025, ISO 17020, and/or ISO 17065 and works to maintain the processes and functions under their control to conform with these requirements

APPLYING:
QAI Laboratories offers competitive compensation and benefits package. We are committed to the long-term success of our employees.

Interested? Please submit your resume and cover letter at **careers@qai.org**. 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 of your communication.

Check our other career opportunities on our website careers page: **qai.org/careers**.

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 omitted to providing a workplace free of any discrimination or harassment.

NOTE: No sponsorship is available for this role.

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