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QAI Job Number: QAI-0053-PH04012022
JOB TITLE: Project Manager and Inspector
LOCATION: Philippines (Reporting to Vancouver, Canada-HO)
CATEGORY: Recreational Vehicle Compliance Program: Evaluation, Inspection, Testing
POSTING DATE: Immediate
CLOSING DATE: Open until filled

BACKGROUND:

QAI Laboratories Ltd. (QAI) is a professional certification body, test laboratory, and inspection agency with offices in 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 future expansion of the business.

QAI is currently seeking a **Project Manager and Inspector** to support our Recreational Vehicle Compliance and Factory Built Structure division. This is a fully remote role that 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:

- Review recreational vehicle (RV) drawings and documents relating to a variety of products to determine compliance with the relevant codes. The following subject areas of education are beneficial: plan reviewing, road vehicle compliance, building science, technical interpretation, material / mechanical design review.
- Be able to read and understand a set of technical drawings, Federal Acts and Regulations (Canadian Motor Vehicle Safety Act and Customs Act).
- Evaluate recreational vehicle designs and data to the CSA Z240 RV standard.
- Write concise, detailed, accurate, and objective reports.
- Travel to North America and other countries to perform inspections at manufacturing sites and to attend training.
- Become familiar with the QAI quality system and administrative procedures.
- Interact effectively and professionally with customers and staff.
- 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.
- Other duties assigned by the manager or his/her designee.

QUALIFICATIONS: The successful candidate will:

- Have a Mechanical, Civil, or Production Engineering degree from an accredited Institution.
 - The following subject areas of education are beneficial: building plan reviewing, building science, home inspections, material, or mechanical engineering.
- Fluency in English both written and verbal is essential.
- Experience with onsite construction.
- Able to read and understand technical drawings and write technical reports in English.
- 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.
- Be self-motivated, detail oriented, and eager to learn.
- Work well in a team environment.
- Possess MS Office skills and proficiency with email.
- Hold a valid driver's license.
- Hold a valid passport or be able to obtain a valid passport to gain access to the USA, Canada, and other international destinations.
- Experience working within an ISO quality control system is an asset
- Familiar with the National and International building, plumbing, gas, and electrical codes is an asset.



- Other languages are an asset.

ADDITIONAL QUALIFICATIONS:

- Able to work from 8:00 AM to 4:30 PM Pacific Standard time (Vancouver, Canada).
- Ability to adapt to the North American work culture.
- Ability to travel throughout Asia, North America, and the commonwealth countries.
- Selected candidate will receive training at our head office in Vancouver, Canada.

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 QAI.
- Able to identify the relevant conformance test, inspection, and/or certification criteria and communicate this to clients and throughout the organization.

APPLYING:

QAI Laboratories is committed to the long-term success of our employees and offers a competitive compensation. If you are interested in this position, please submit your resume and cover letter to hr@qai.org.

Note: 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, QAI-0053-PH04012022, and your salary expectations in the subject line of your email.