

**QAI Job Number:** QAI-PMBP-PH052722  
**JOB TITLE:** Project Manager – Building Products (Full time Contractor)  
**LOCATION:** Philippines (Reporting to North America Office)  
**NUMBER OF POSITIONS:** 1  
**CATEGORY:** Construction Materials  
**POSTING DATE:** Immediate  
**CLOSING DATE:** Open until filled

**BACKGROUND:**

QAI laboratories is a testing, inspection and certification organization providing services to manufacturers of Electrical Products, Building Products, Vehicles, Factory Built Structures, 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.

Currently, we are looking for a Project Manager to join our growing Building Products team and support future expansion. 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 perform, but not be limited to the following duties:

- Witness testing, prepare reports, or review reports to evaluate building products to nationally recognized building safety standards (CSA, UL, ASTM, etc.)
- Review building codes, identify product requirements, write test plans, evaluate construction products to code requirements, and write concise evaluation reports.
- Assist clients with determining the applicable requirements for their products and/or the evaluation needed to validate compliance when a product is modified.
- Perform product inspections and product sampling at client sites which may involve travel throughout Asia
- Become familiar with and comply with the QAI quality system and administrative procedures.
- Be able to write and review concise, objective, and informative reports and documents.
- Be able to interact effectively and professionally with customers and colleagues, as required.
- Ability to work unsupervised remotely and self-motivated.
- Travel to North America and other countries to perform inspections at manufacturing sites and to attend training.
- 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 standards towards product certification, testing, and inspection projects.
- Knowledge of the Canadian and/or US building codes and referenced nationally recognized standards is a benefit.
- Previous experience with construction materials and construction practices in North America is a benefit
- Possess superior MS Word and Excel skills, be proficient with Email and Adobe Acrobat.
- 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.
- 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.
- Must hold a valid passport, or be able to obtain a valid passport, and must be able to travel to the US, Canada and other international destinations.
- Selected candidate will receive training at our offices in North America.

**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 the relevant conformance to 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 [careers@qai.org](mailto:careers@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-PMBP-PH052722, and your salary expectations in the subject line of your email.**

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