
Job Description

Job Description

JOB TITLE: Plan Reviewer and Inspector

LOCATION: Tulsa, OK

NUMBER OF POSITIONS:1

POSTING DATE: May 8, 2019

CLOSING DATE: OPEN UNTIL FILLED

BACKGROUND:

QAI Laboratories Ltd. (QAI) is a professional certification body, test laboratory, and inspection agency with offices in Vancouver (BC), Toronto (ON), Los Angeles (CA), and Tulsa (OK). Recognition of the QAI name and logo have grown significantly over the past few years resulting in a 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 clients.

Job Summary

Under the direction of the Operations/Division Manager:

- Performs inspections, audits and tests of facilities, services, products and assemblies.
- Performs testing of products in a specified discipline.
- Deals directly with clients. Maintains a high level of technical competence in the subject field.
- Has overall responsibility for ensuring assigned projects are completed as scheduled.
- May have overall responsibility of completing certification files for review by the Certification Manager or Director of Engineering.
- Meets the criteria of Technician or Engineer
- Scope of technical authority shall be limited by the level of authorization as shown in QM0303, Authorization Matrix

Required Education, Skills and Qualifications

QUALIFICATIONS: The successful candidate will:

- Possess the ability to read, understand, and apply technical standards towards product testing programs
- Possess "Good Laboratory Practice" skills essential for testing products.
- Possess strong analytical skills
- Possess good interpersonal and communication skills, both written and oral
- Possess superior MS Word and Excel skills and be proficient with Email correspondence

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.

Job Type: Full-time