

**QAI Job Number:** **QAI-SALES-ES&EMC**  
**JOB TITLE:** Business Development Representative – Electrical Safety and EMC  
**LOCATION:** Burnaby, BC, Canada  
**NUMBER OF POSITIONS:** 1  
**CATEGORY:** Sales  
**POSTING DATE:** Immediate  
**CLOSING DATE:** April 30, 2016

**BACKGROUND:**

QAI Laboratories (QAI) is a professional certification body, test laboratory, and inspection body with offices in Washington, California, Oklahoma, Virginia, Ontario and British Columbia. 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 looking for a talented and motivated external sales representative to work in our Electromagnetic Compatibility (EMC) and Electrical Safety test laboratory in Burnaby, BC, Canada.

**DUTIES:** The successful candidate will perform, but not limited to, the following duties:

- Responsible for selling QAI services to manufacturers within assigned categories
- Become familiar with test standards, the US & Canadian standards system, and implementation of standards towards product testing and certification programs
- Identify potential clients via research and networking
- Prepare, issue and follow up on proposals specifying applicable services, fees and credit terms
- Attend/participate in industry tradeshow and associations
- Conduct cold and warm client calls
- Work closely with QAI technical staff to position the service package
- Maintain quote/order and lead levels in a sales database
- Facilitate all sales transactions, completing all necessary tasks, paperwork and project assignment
- Support marketing in the development of brochures, newsletters, videos and educational content for the Electrical and EMC departments
- Travel primarily within the USA and Canada as required to complete the tasks outlined above
- Become familiar with the QAI quality system and administrative procedures
- Interact professionally with customers and staff
- Other duties as assigned

**QUALIFICATIONS:** The successful candidate will:

- Minimum
  - Degree in business or technical discipline
  - Professional with 3+ years of B2B sales experience
  - Excellent written/oral communication skills and superior presentation skills (in English)
  - Advanced knowledge of MS Work, Excel, PowerPoint and Access
  - Ability to work in a fast-paced environment, independently and with team members  
MUST be self-motivated and assertive
  - Ability to travel (~25%)
  
- Preferred
  - Experience working within the testing/certification industry
  - Knowledge of CSA, UL, EN/IEC, ANSI, FCC, CISPR and other standards
  - Education relating to electrical engineering, physics or radio frequency communication
  - Experience working with diverse teams (engineering, operations, marketing)
  - Possess the ability to read and understand policies, regulations, and standards

**ADDITIONAL INFORMATION:**

- Candidates must hold a valid driver's license
- Candidates must hold a valid passport or be able to obtain a valid passport and be able to travel to international locations
- Fluency in a second language (other than English) both written and oral is an asset
- The successful candidate will progress, subject to satisfactory performance, through a 3 month probation and training period

**APPLYING:**

QAI Laboratories offers a generous compensation and benefits package including base salary plus bonus commissions, medical, dental, etc.

Interested candidates should submit their cover letter and resume to Frank Buyna via email at [info@qai.org](mailto:info@qai.org). Please indicate the QAI Job number in the subject line of the email and in the subject line of your email.