

QAI Job Number: QAI-QS- RAN
JOB TITLE: Quality Supervisor
LOCATION: Rancho Cucamonga, California
NUMBER OF POSITIONS: 1
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.

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

Under Direction of the Quality Manager:

- Acts as the local deputy for the Quality Manager.
- Assists in matters of QAI's accreditation.
- Performs internal audits of local areas of the QMS and assists the Quality Manager in performing internal audits throughout the organization.
- Identifies areas of improvement in the local Quality System and recommends measures to carry out improvements.
- Identifies training needs in relation to the QMS and reports these to the Quality Manager.
- Assists the Quality Manager in developing training plans for the QMS and implements the training as necessary.
- Publishes local controlled documents to the QMS.
- Revises local controlled documents and/or corporate level documents as directed by the Quality Manager.
- May perform reviews of specific processes
- Duties as assigned by management.

QUALIFICATION: The successful candidate will have:

Must have a technical diploma in an Engineering discipline or equivalent or be qualified by QAI as able to work without supervision in a specific technical area. Must have 1-2 years of relevant experience in conformity assessment or equivalent. Must be familiar with standard Microsoft Office software and have good written and oral skills.

Key Technical Competence:

- Ability to read and comprehend accreditation standards and requirements.
- Ability to create, implement and maintain Quality Management System policies, procedures, and work instructions at the local level.
- Ability to identify best practices and able to implement and enforce these practices at the local level.
- Possesses adequate knowledge of the testing, inspection, and certification processes to audit these processes, identify areas of improvement, and assist in implementing changes in the processes to improve the overall quality of the organization.



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TULSA, OK: 918.437.8333 ph. | 918.437.8487 fx.
TORONTO, ON: 905.605.5444 ph.
WEBSITE: WWW.QAI.ORG

APPLYING:

QAI Laboratories offers competitive compensation and benefits package including base salary, plus performance incentives, medical, dental, and other perks.

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 in the subject line.

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