



QAI Job Number: QAI-PMBP-RAN-0922
JOB TITLE: Project Manager – Building Products
LOCATION: Rancho Cucamonga, CA
NUMBER OF POSITIONS: 1
CATEGORY: Construction Materials/Door and Windows (Fire Testing)

BACKGROUND:

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

Join our Team! *Learn, Develop, Grow!*

At QAI, you will have the opportunity to put your aptitude, experience, knowledge, and desire to learn to the test. We make a difference in people's lives through the work we do as a top-notch Product Testing, Certification, and Inspection body whilst providing rewarding careers for our employees.

The successful candidate for the **Project Manager** position will join our growing Building Products team and support future expansion.

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

- Performing testing and evaluation of building products, to nationally recognized building safety standards (CSA, UL, ASTM, etc.).
- Build, construct, develop testing jigs, test samples and set-ups, document results of tests, inspections and evaluations.
- Under the direction of the Manager - Quality, Safety and Customer Experience, will be the main contact for Quality and Safety for Ontario location.
- Become familiar with the QAI quality system and administrative procedures.
- Be able to travel throughout Canada and the USA as business dictates.
- Be able to write and review concise, objective, and informative test reports, and documents.
- Perform factory inspections at remote client sites.
 - depending on business needs, inspections at remote client sites may range from mid to high work and individual may need to spend more time out of the office performing inspections.
- Be able to interact effectively and professionally with customer and colleagues, as required. Deals directly with clients to understand scope of work and ensure work is carried out properly and on schedule. Keeps clients updated on project milestones.
- Arranges inter-company or contracted work and creates necessary PO requests
- Ensures resources are available for projects
- Has overall responsibility for ensuring assigned projects are completed as scheduled.
- Ability to read, understand and interpret standards. Seeks assistance from technical manager when needed.
- Ability to explain technical concepts, standard requirements and QAI processes to clients
- Must be willing to be part of an energetic team with a can-do attitude.
- Other duties as assigned by the manager or its designee.

QUALIFICATIONS: The successful candidate will:

- Possess Bachelor's degree in a related engineering discipline, or equivalent experience.



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- 5+ years related experience.
 - Possess the ability to read, understand, and apply technical standards towards product certification, testing, and inspection.
 - Advanced knowledge of US and Canada building codes and referenced nationally recognized safety standards is a plus.
 - Possess superior MS Word and Excel skills, be proficient with Email and Adobe Acrobat.
 - Possess “Good Laboratory Practice” skills essential for testing products.
 - Possess good interpersonal and communication skills.

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.

ADDITIONAL INFORMATION:

- Candidates must hold a valid Ontario driver’s license.
- Candidates must hold a valid passport, or be able to obtain a valid passport, and must be able to travel to the US and international destinations.

Additional Assets include:

- Forklift experience
- Previous experience with construction materials and windows/doors compliance practices in the US and Canada

APPLYING:

QAI Laboratories offers a generous compensation and benefits package including base salary and bonus/commissions, medical, dental, and other perks. We are committed to the long-term success of our employees.

We thank all applicants in advance for their interest; however, only those under consideration will be contacted. You can also check other career opportunities on our website careers page: gai.org/careers.

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.

Note: No sponsorship is available.
