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QAI Job Number: **QAI EMC015**
JOB TITLE: RF/EMC Technologist
LOCATION: Burnaby, British Columbia
NUMBER OF POSITIONS: 1
CATEGORY: Testing
POSTING DATE: June 30, 2021

BACKGROUND:

QAI Laboratories is a Professional Test Laboratory located in Burnaby, British Columbia that provides electromagnetic compatibility testing services to local technology companies. Products that we test come from a range of industries such as telecommunication, IT, industrial, transportation, military, and others. The QAI name is well recognized throughout the local high-tech market resulting in steady growth of the EMC testing business. QAI Laboratories is currently looking for an **RF/EMC Technologist** to fulfill the following tasks:

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

- Perform testing of equipment to recognized standards
- Record and analyze test data
 - Understand technical result from relevant equipment (such as spectrum analyzers, oscilloscopes, signal generators, radio frequency amplifiers, chart recorders etc.)
- Write concise and accurate test reports:
 - Interpret technical instructions and log sheets including maintaining a log of reports and update management of project status as needed
 - Enter test data using Microsoft Office and other programs.
 - Write clear and concise language that is responsive to requirements.
- Interact effectively with clients and staff
 - Work with Program Managers to incorporate customer edits
 - Work collaboratively with engineers and other subject matters expert to understand the operation and application of all products and services that are being documented
- Maintain test equipment and track calibration records
- Ensure work complies with the QAI quality system
- Other duties as assigned by the manager or its designee

QUALIFICATIONS: The successful candidate will:

- At minimum, completed a two-year engineering diploma in electrical/electronic or in related fields and/or two years of administrative/documentation/report writing experience, with excellent command of the English language and have good grammar and punctuation skills.
- Possess the ability to read, understand, and apply technical EMC 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 ability to work effectively within the team while under tight deadlines
- Possess superior MS Word and Excel skills and be proficient with email correspondence



KEY TECHNICAL COMPETENCE:

- Accepts instruction and follows it for testing outside of their general scope of knowledge and experience.
- Able to grasp general concepts in a field of testing and apply it to specific test methods.
- Able to perform simple testing and as knowledge grows in a specific field of testing graduates to more complex testing methods.
- Seeks assistance and knowledge from more senior personnel when a specific requirement is outside of their general scope of knowledge.
- Good working knowledge of the test methods in their specific discipline.
- Able to multi-task with some degree of efficiency and accuracy.
- Maintains a sense of ownership and responsibility for projects assigned to them.
- Able to write clearly, concisely and precisely to properly support document.
- Capable in using Microsoft Office tool and other programs.

ADDITIONAL INFORMATION:

- Candidates must hold a valid BC driver's license.
- Candidates must be open to working extended hours during peak service demands.

APPLYING:

Interested candidates should submit their applications to hr@qai.org. Please indicate the QAI Job number in the subject line of the email and in the subject line of your cover letter.