

**QAI Job Number:** QAI EMC13010  
**JOB TITLE:** EMC – Technical Writer  
**LOCATION:** Burnaby, British Columbia  
**NUMBER OF POSITIONS:** 1  
**CATEGORY:** Testing  
**POSTING DATE:** August 14, 2018  
**Closing Date:** OPEN UNTIL FILLED

#### **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 a **Technical Writer (Maternity Coverage)** to do the preparation of test reports, certificates and test procedures.

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

- Interpret technical instructions and log sheets including maintaining a log of reports and update management of project status as needed
- Work with Program Managers to incorporate customer edits
- Enter test data using Microsoft Office and other programs.
- Write clear and concise language that is responsive to requirements.
- Understand technical result from relevant equipment (such as spectrum analyzers, oscilloscopes, signal generators, radio frequency amplifiers, chart recorders etc.)
- Work collaboratively with engineers and other subject matters expert to understand the operation and application of all products and services that are being documented
- Help in the lab when needed
- Other duties as assigned by the manager or its designee

**QUALIFICATIONS:** The successful candidate will:

- Requires a minimum Certificate or Associate Degree in Professional Writing, Technical Writing, English or Journalism OR in lieu of a degree 2 years of administrative/documentation/report writing experience, but you must possess 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:**

- Able to write clearly, concisely and precisely to properly support document.
- Capable in using Microsoft Office tool and other programs.
- Able to perform simple testing with working knowledge of the test methods in their specific discipline.
- Seeks assistance and knowledge from subject matter experts when a specific requirement is outside of their general scope of knowledge.
- Able to multi-task with some degree of efficiency and accuracy.
- Maintains a sense of ownership and responsibility.

**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](mailto: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.