



QAI Job Number: **Branch Manager**
JOB TITLE: Branch Manager
LOCATION: Rancho Cucamonga, California
NUMBER OF POSITIONS: 1
CATEGORY: Management
POSTING DATE: February 6, 2019
CLOSING DATE: Until position is filled

BACKGROUND:

QAI Laboratories provides certification, field evaluation, testing, and factory inspection services for Electrical Products and Building Materials. Over the last decade, the QAI has grown rapidly and is now recognized as major player in most of the markets it competes in. QAI is currently looking for a talented and motivated individual, with a minimum 10 years of experience related to laboratory management, to fulfill the following tasks at our office located in Rancho Cucamonga, California.

DUTIES: Under direction from the President:

- Overall leadership of the branch location
- Responsibility for financial performance of the location
- Responsibility for management / supervision of the operation
- Responsible for overall client satisfaction
- Recommends capital expenditures
- Recommends areas for growth, develop plans and budgets for expansions as approved
- Assist in matters of accreditation
- Local responsibility for document control
- Recommends local hiring, promotion, discipline and training of staff
- Responsibility for maintaining proficiency in testing standards
- Ensures quality management system policies, procedures and work instructions are followed.
- Works with sales manager to develop existing and new business

Key Technical Competence:

- Strong leadership skills
- Knowledge of testing, inspection and certification procedures in the relevant business fields
- Sound knowledge of business requirements of the areas under supervision
- Able to identify resource requirements and communicate those requirements throughout the organization
- Able to communicate business and technical requirements to others under supervision

- Applies sound judgement to business and technical solutions
- Strong interpersonal communications, both internal and external.

QUALIFICATIONS: The successful candidate will, as a minimum, have:

- Bachelor's Degree in a relevant technical field, or equivalent work experience
- 5+ years' experience working in a relevant testing field
- 5+ years' experience in a management or supervisory role
- Demonstrated history managing diverse teams
- Demonstrated history of effective problem solving, planning and decision-making skills
- Experience working in an ISO 17025 accredit testing lab
- Excellent written/oral communication skills.
- Advanced knowledge of MS Word, Excel, and PowerPoint.
- Ability to work in a fast-paced environment, independently and with team members.
- Preferred
 - Knowledge of USA and international building product or electrical safety test standards.
 - Registration or ability for registration as a Professional Engineer (P.E.)
 - Understanding of certification (ISO 17065) and inspection (ISO 17020) accreditation requirements
 - Ability to travel internationally

ADDITIONAL INFORMATION:

The successful candidate will progress, subject to satisfactory performance, through a 3-month probation and training period. QAI Laboratories offers a competitive compensation and benefits package including base salary, extended medical, dental, and 401K matching programs.

APPLYING:

Interested candidates are asked to submit their resume and cover letter with salary expectations to: hr@qai.org. Please indicate the job title on all your communications.

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.