

QAI Job Number: QAI-0053
JOB TITLE: Project Manager and Inspector -
LOCATION: Burnaby, British Columbia
NUMBER OF POSITIONS: 1
CATEGORY: Recreational Vehicle Compliance Program: Evaluation,
Inspection, Testing
POSTING DATE: Immediate
CLOSING DATE: Open until filled
SALARY: TBD

BACKGROUND:

QAI Laboratories Ltd. (QAI) is a professional certification body, test laboratory, and inspection agency with offices in Vancouver (BC), Toronto (ON), Los Angeles (CA), and Tulsa (OK). Recognition of the QAI name and logo have grown significantly over the past few years resulting in significant expansion of the business. We are looking for a talented, hardworking, dedicated person to join our growing team and support future expansion of the business.

QAI is currently seeking an entry-level project manager and inspector to support our Recreational Vehicle Compliance and Factory Built Structure division at our Burnaby, BC location. This role involves evaluation of documentation for compliance with code requirements, travel to inspect factories for compliance, and direct communication with QAI clients.

DUTIES: The successful candidate will as a minimum:

- Review recreational vehicle (RV) drawings and documents relating to a variety of products to determine compliance with the relevant codes. The following subject areas of education are beneficial: plan reviewing, road vehicle compliance, building science, technical interpretation, material / mechanical engineering
- Be able to read and understand a set of technical drawings, Federal Acts and Regulations (Canadian Motor Vehicle Safety Act and Customs Act).
- Evaluate recreational vehicle designs and data to the CSA Z240 RV standard
- Write concise, detailed, accurate, and objective reports
- Travel throughout Canada and the USA to perform inspections at manufacturing sites
- Become familiar with the QAI quality system and administrative procedures
- Interact effectively and professionally with customers and staff
- Ability to work unsupervised remotely and self-motivated
- Provide support to the QAI sales team
- Participate in an energetic team with a can-do attitude

QUALIFICATIONS: The successful candidate will:

- Have a technical diploma or completed a trades program from an accredited Institution. The following subject areas of education are beneficial: building plan reviewing, building science, home inspections, material or mechanical engineering
- Experience with onsite construction
- Fluency in English and French language a benefit
- Be able to read and understand a set of technical drawings
- Possess the ability to read, understand, and apply technical codes and standards towards product certification, testing, and inspection projects
- Be personable, friendly, and able to explain code and regulatory requirements to clients both verbally and written in English and French
- Work well in a team environment
- Possess MS Office skills and proficiency with email
- Hold a valid Canadian driver's license
- Hold a valid passport or be able to obtain a valid passport to gain access to the USA and other international destinations

- Be self-motivated, detail oriented, and eager to learn

ADDITIONAL QUALIFICATIONS: The following skills are an asset:

- Experience working within an ISO quality control system
- Familiar with the National Building Code of Canada, National Plumbing Code, National Gas Code, and/or the Canadian Electrical Code

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.

APPLYING:

QAI Laboratories is committed to the long-term success of our employees and offers a competitive compensation and benefits package including base salary and bonus/commissions, medical, dental, and other perks. If you are interested in this position, please submit your resume and cover letter hr@qai.org

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 of your communication.