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QAI Job Number: **BP071321**
JOB TITLE: Junior/Intermediate Project Manager
LOCATION: Burnaby, British Columbia
NUMBER OF POSITIONS: 1
CATEGORY: Evaluation, Inspection, Testing
POSTING DATE: July 14, 2021
CLOSING DATE: **Open Until Filled**

BACKGROUND:

Founded in 1994 by a group of experienced certification and testing experts, QAI is an independent third-party testing, inspection and certification organization which serves the building, technology, and construction industries (among others) with cost effective solutions through our in-house capabilities / services, and an established world-wide network of qualified affiliates. The QAI name and logo have become well recognized throughout the Certification world resulting in steady growth of our Certification, Testing, and Inspection business streams.

QAI is currently seeking an entry-level **Project Manager** to support the fenestration division at our Burnaby, BC location. This role involves thermal modeling using computer simulation software, report writing and performing inspections of doors and windows in accordance with the energy performance standards.

DUTIES: The successful candidate will as a minimum:

- Thermal Modeling of windows, doors and other fenestration systems using computer simulation method.
- Perform project work with the QAI Fenestration Program.
- Conduct concise, detailed, and objective report writing on fenestration products.
- Conduct factory inspections, including traveling throughout Canada and the USA to perform inspections at manufacturing sites.
- Communicate with customers regarding projects, able to provide education and feedback.
- Review drawings and documents relating to a variety of fenestration product to determine compliance with the relevant codes, standards, or regulations.
- Become familiar with the QAI quality system and administrative procedures.
- Interact effectively and professionally with customers and staff.
- Ability to work independently and being 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: science or engineering diploma.
- Be able to write reports using technical language pertaining to the industry.
- Experience with construction methods.
- 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.
- 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.



Key Technical Competence:

- Practical knowledge in the areas of building science and fenestration.
- 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.

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.

APPLYING:

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