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WEBSITE: WWW.QAI.ORG

QAI Job Number: QAI-PMBP-BBY

JOB TITLE: Project Manager – Building Products

LOCATION: Burnaby, BC

NUMBER OF POSITIONS: 1

CATEGORY: Construction Materials

BACKGROUND:

QAI laboratories is a testing, inspection and certification organization providing services to manufacturers of Electrical Products, Building Products, Vehicles, Factory Built Structures, and other regulated products. Recognition of the QAI name and logo have grown significantly over the past few years resulting in significant expansion of the business.

Currently, we are looking for a Project Manager to join our growing Building Products team and support future expansion.

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

- Perform testing, witness testing, prepare reports, or review reports to evaluate building products to nationally recognized building safety standards (CSA, UL, ASTM, etc.)
- Review building codes, identify product requirements, write test plans, evaluate construction products to code requirements, and write concise evaluation reports.
- Assist clients with determining the applicable requirements for their products and/or the evaluation needed to validate compliance when a product is modified.
- Assist with design and construction of testing jigs and test sample assemblies. Document construction methods and results of tests / inspections.
- Perform product inspections and product sampling at client sites which may involve travel throughout Canada and the USA
- Become familiar with and comply with the QAI quality system and administrative procedures.
- Be able to write and review concise, objective, and informative reports and documents.
- Be able to interact effectively and professionally with customers and colleagues, as required.
- Must be willing to be part of an energetic team with a can-do attitude.
- Other duties as assigned by the manager or its designee.

QUALIFICATIONS: The successful candidate will:

- Possess Bachelor's degree in a related engineering discipline, or equivalent experience.
- 2+ years related experience.
- Possess the ability to read, understand, and apply technical standards towards product certification, testing, and inspection projects.
- Knowledge of the Canadian and/or US building codes and referenced nationally recognized standards is a benefit.
- Previous experience with construction materials and construction practices is a benefit
- Possess superior MS Word and Excel skills, be proficient with Email and Adobe Acrobat.
- Possess "Good Laboratory Practice" skills essential for testing products.
- Possess good interpersonal and communication skills.

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.

ADDITIONAL INFORMATION:

- Candidates must hold a valid driver's license.
- Candidates must hold a valid passport, or be able to obtain a valid passport, and must be able to travel to the US and international destinations.

Additional Assets include:

- Forklift experience
- Level I first aid or higher

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.

You can also check other career opportunities on our website careers page: gai.org/careers.

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.

APPLYING:

QAI Laboratories is committed to the long-term success of our employees and offers a competitive compensation and benefits package including base salary, medical, dental, and other perks.

If you are interested in this position, please submit your resume and cover letter at careers@gai.org. Please indicate the QAI Job number in the subject line of the email and in the subject line of your cover letter.

We thank all applicants in advance for their interest; however, only those under consideration will be contacted.

NOTE: No sponsorship is available.