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QAI Job Number: QAI ELE071421
JOB TITLE: Project Manager - Electrical Safety
LOCATION: Burnaby, British Columbia
NUMBER OF POSITIONS: 2
CATEGORY: Testing and Evaluation

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 experienced **Project Manager** to support the Electrical Product Safety Department at our Burnaby, BC location. This role involves evaluation, testing, report writing and performing inspections on various types of electrical products including products used in hazardous locations.

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

- Performing testing and evaluation of various electrical products to nationally recognized electrical safety standards (CSA, UL, IEC, etc.).
- Must have experience in CSA and /UL and IEC standards
- Become familiar with the QAI quality system and administrative procedures.
- Be able to write and review concise, objective, and informative test reports, and documents.
- Perform inspections and field evaluations at remote client sites.
- Be able to interact effectively and professionally with customers and staff, as required.
- Must be willing to be part of an energetic team with a can-do attitude.
- Ensure work complies with the QAI quality system
- Other duties as assigned by the manager or its designee

QUALIFICATIONS: The successful candidate will:

- Bachelor's degree in electrical engineering, or equivalent.
- 1-5 years directly related experience (**recent graduates are welcome to apply**).
- Experience evaluating and testing IT/Hi-Tech, lighting, industrial, medical and/or hazardous location products an asset.
- 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.

ADDITIONAL INFORMATION:

- Candidates must hold a valid BC 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.

Key Technical Competence:

- Practical knowledge in the areas 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.

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.