



QAI Job Number: QAI- INSCOOR-PH012023
JOB TITLE: Inspections Coordinator (Contractor)
LOCATION: Philippines (Reporting to Vancouver, Canada - HQ)
CATEGORY: Inspections
POSTING DATE: Immediate
CLOSING DATE: Open until filled

BACKGROUND:

QAI Laboratories Ltd. (QAI) is a professional certification body, test laboratory, and inspection agency with offices in North America and Asia. 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.

The Inspections Coordinator's objective is to provide support to the Inspections team by coordinating with customers and coworkers to ensure that the inspections and the listing directory are updated on time with high accuracy. This dynamic role requires both technical and organizational skills, along with high attention to detail, with some background in quality management (working under quality systems) and inspections. The successful candidate will be a highly team-oriented individual that can wear many hats and take **on administrative and analytical duties of the inspections.**

DUTIES: Under the direction of Inspection Manager, the successful candidate will as a minimum:

- Maintains QAI's listing Directory. adds and revises data in current directory
- Review, assign and schedule inspections required on monthly basis, after confirming all accreditation requirements are met (review inspection matrix for qualified inspectors), and minimize the time and cost required
- Notifies managers and inspectors when inspections are due and works with the appropriate team to coordinate and schedule the inspections to include inspections with 3rd party observations.
- Ensures inspectors are performing effective follow-up with clients regarding deficiencies identified during an inspection, including providing clients Findings Letter where necessary.
- Review inspection reports for completeness and obvious deficiencies
- Maintenance of inspection reports i.e., proper naming convention, proper filing and storage etc.
- Maintains and updates logs and databases of Certification Fee and Listings, Accounting databases, Client Corrective Action Log, and Inspection List. Ensures these logs and databases are accurate and up to date in a timely manner.
- Ensures proper information, including but not limited to FAM (Factory Audit Manual) Files, for completion of inspections is shared with the appropriate inspector (i.e., other offices and contractors)
- Investigates technology to improve inspection process
- Other duties assigned by the manager or his/her designee

QUALIFICATIONS: The successful candidate will:

- Must have a technical diploma or degree in engineering discipline or equivalent or qualified by QAI as able to work without supervision in a specific technical area.
- Must be fully proficient in all Microsoft Office applications as well as proficiency with email



- Excellent written and verbal communication skills
- 2-3 years' work experience in Customer Service and Project Coordination
- Polished understanding of client interaction
- Work extremely well in a team environment
- Detail oriented with strong planning skills
- Efficiently manage time and be highly organized
- Knowledge and experience with QuickBooks
- Ability to work under pressure and deliver against tight timelines
- Self-motivated, outgoing with a positive attitude
- Problem solver and take initiative in learning new skills
- Interact effectively and professionally with customers and staff
- Ability to work in a fast-paced environment and juggle priorities

ADDITIONAL QUALIFICATIONS:

- Able to work from 8:00 AM to 4:30 PM Pacific Standard time.
- Ability to adapt to the North American work culture.

Key Technical Competence:

- Able to coach a team to performance requirements set by the organization.
- Able to identify corrective actions and sound resolution based on manager's feedback or technical knowledge and manage implementation of such resolution from start to end with substantial evidence.
- Able to review inspection reports and identify missing or incomplete information and do further investigation as necessary.
- Able to communicate inspection requirements to inspectors and clients.
- Able to review documentation and processes and determine conformance.
- Possess sound knowledge of manufacturing best practices.
- Able to identify nonconformance.
- Sound knowledge of ISO 17020 and requirements of accreditation of inspections would be a bonus.

APPLYING:

QAI Laboratories is committed to the long-term success of our employees and offers a competitive compensation. If you are interested in this position, please submit your resume and cover letter.

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, QAI- INSCOOR- PH012023, and your salary expectations in the subject line of your email.

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.



January 18, 2023

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.

NOTE: No sponsorship is available.
