



QAI JOB #: QAI-TUL-LABMAN021323
JOB TITLE: PT/PLB Laboratory/Technical Manager
LOCATION: Tulsa, OK
CATEGORY: Building Products

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 with offices throughout **North America and Asia**.

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.

We are looking for a Laboratory/Technical Manager (PT/PLB) for our Tulsa, Oklahoma office. The successful candidate would be someone who is very motivated and likes to be hands on and interested in working in a product testing laboratory with the ability to read and comprehend test standards and specifications for performing the testing.

Flexibility in work schedule and working overtime, if needed, is ideal.

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

- Support lab team members
- Building of test fixtures and assemblies
- Maintaining and keeping the lab organized
- Assisting with equipment maintenance and repairs
- Assisting operations manager as assigned
- Perform other duties as assigned

QUALIFICATIONS: The successful candidate will have:

Minimum:

- Ability to grasp general concepts in a field of testing and apply it to specific test methods.
- Fluent with Microsoft Office software and have good written and oral skills
- Ability to read, understand, explain and interpret technical standards in English
- Ability to accept instruction and follow directions
- Ability to multi-task multiple test programs with some degree of efficiency and accuracy.
- Detail oriented
- Ability to lift at least 50 pounds
- Have a valid driver's license and have their own mode of transportation
- Ability to travel
- Be able to operate a forklift, or willing and able to be qualified as a forklift operator
- Maintains a sense of ownership and responsibility for projects assigned to them.
- Ability to work independently and within a team



- Must be a team player and have a great attitude toward their job which is to be demonstrated by taking pride in their work, working respectfully with others, self-motivated and a willingness to learn new areas of testing.

Key Technical Competence:

- Practical knowledge in the areas of expertise.
- Able to provide technical guidance or direct to an individual with required technical competence on requirements in testing, inspection, and/or certification in their relevant field of expertise.
- Able to evaluate or direct to an individual with required technical competence as to the 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 understand all costs associated with the services under their management.
- Able to multi-task and coordinate many activities across multiple departments, teams, and locations within the organization.
- Able to identify or direct to an individual with required technical competence as to conformance to test, inspection, and/or certification criteria and communicate this to clients and throughout the organization.
- Able to identify business opportunities for the organization with sound judgment in making recommendations.
- Familiar with the requirements of ISO 17025, ISO 17020, and/or ISO 17065 and works to maintain the processes and functions under their control to conform with these requirements

APPLYING:

QAI Laboratories offers competitive compensation and benefits package. We are committed to the long-term success of our employees.

Interested? Please submit your resume and cover letter at careers@qai.org. 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.

Check our other career opportunities on our website careers page: qai.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.

NOTE: No sponsorship is available for this role.
