

**QAI Job Number:** QAI-0038  
**JOB TITLE:** Entry Level Plan Reviewer and Inspector  
**LOCATION:** Coquitlam, BC  
**NUMBER OF POSITIONS:** 1  
**CATEGORY:** Evaluation, Inspection, Testing  
**POSTING DATE:** Immediate  
**CLOSING DATE:** NA  
**SALARY:** \$38-45k

**BACKGROUND:**

Quality Auditing Institute is a Professional Certification Body, Test Laboratory, and Inspection Body located in Coquitlam, British Columbia. Over the last few years, the QAI name and logo have become increasingly recognized throughout the Certification world resulting in steady growth of the Certification, Testing, and Inspection business.

QAI Laboratories is currently looking for entry level applicants to fulfill the following tasks:

**QUALIFICATIONS:** The successful candidate will:

- Have at least a diploma relating to Building Plan Reviewing or Building Science from an accredited Institution
- Have good knowledge and understanding of Canadian building and plumbing codes relating to both residential structures and commercial / industrial structures
- Be able to read and understand a set of technical drawings
- Have some experience inspecting buildings on a construction site
- 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
- Possess superior MS Word and Excel skills as well as proficiency with Email
- Be self motivated, detail oriented, and responsible
- Hold a valid BC drivers license
- Hold a valid passport or be able to obtain a valid passport to gain access to the USA and other international destinations

**ADDITIONAL QUALIFICATIONS:**

- Fluency in the French language both written and oral is an asset
- Knowledge of MS Access and writing macros in MS Excel is an asset
- Experience in a professional office is an asset

**DUTIES:** The successful candidate will as a minimum:

- Review drawings and documents relating to a variety of factory built structures to determine compliance with the relevant codes
- Write concise, detailed, accurate, objective, and informative reports
- Become familiar with the QAI quality system and administrative procedures
- Travel throughout Canada and the USA for typically one week per month to perform inspection of manufacturing sites
- Become familiar with CSA, UL, and other standards, the Canadian standards system, implementation of standards towards product certification, testing, and inspection.
- Interact effectively with customers and staff
- Must be willing to part of an energetic team with a can do attitude
- The successful candidate will progress, subject to satisfactory performance, through a 3 month probation and training period

**APPLYING:**

Interested candidates should submit their applications to [hr@qai.org](mailto:hr@qai.org). Please indicate the QAI Job number in the subject line of the email and in the subject line of your cover letter.