



CAREERS

QA/QC Professional

The Quality Assurance/Quality Control Professional is responsible for ensuring the overall effectiveness of the Quality System for all construction projects.

Qualifications and Education Requirements

- QA/QC Certificate, Diploma in Construction Management, Technical Diploma or Journeyman Certificate, Bachelor's degree in an applicable field, or equivalent experience.
- Minimum five to seven (5 - 7) years' experience in quality assurance/control in the construction industry
- Experience with inspection activities associated with commercial/institutional construction and the FTQ 360 program.
- Ability to create concise inspection reports, monthly reports, and technical work instructions as required.
- Ability to read, interpret, and apply Codes, Standards, and Specifications.
- Computer knowledge with Proficiency in MS Office.
- Excellent planning, communication, analytical, and problem solving skills.
- Ability to maintain complex documentation with attention to detail.
- Self-motivated and able to prioritize and multitask (with minimum supervision) in a fast-paced environment.
- Proven ability to conduct internal audits in accordance with applicable procedures.
- Valid 3-year clean driver's abstract

Responsibilities

- Manage project quality controls required by the Jen-Col quality systems and contract requirements.
- Implement site specific QA/QC plans and documents with the project team as per the Construction Quality Plan (CQP).
- Report to Executive Leadership Team and management the overall company QA/QC results.
- Ensure strict adherence to all programs, policies, and measures as it relates to quality.
- Analyze business needs and areas for improvement.
- Monitor the progress and effectiveness of the project quality management system.
- Develop new procedures that ensure higher quality construction methods.
- Oversee the preparation of the company's QA/QC manual and policy.
- Attend client quality management meetings.

- Manage and mentor QA/QC Coordinator.
- Review quality inspection personnel qualifications and training requirements.
- Control the distribution and filing of all the company's quality documentation.
- Perform all internal and external audits on behalf of the company's management.
- Communicate project-specific quality requirements to all affected departments, subcontractors, suppliers, and customers.
- Monitor progress of activities.
- Act as the project quality liaison with parties outside the company on matters relating to quality.
- Suspend work and/or supply of materials by any staff member, subcontractor personnel, or supplier as deemed necessary to assure quality results.

To apply, please send resumes to careers@jen-col.com or through our website's careers portal <http://jen-col.com/career-opportunities>