

QA /QC Assistant

About the Job

We are a Calgary based manufacturing company and a recognized leading supplier of instrumentation analyzers for the Oil and Gas Industry, who are in need of a Quality Control Assistant. The position is at the Company's manufacturing facility in Calgary, Alberta, and will appeal to a career-oriented organized, and energetic individual willing to work in a team environment.

Reporting to the Quality Control Manager, the QA / QC Assistant will be responsible for carrying out various administrative duties and ensuring the company quality and safety programs are maintained. An ideal candidate will possess excellent communication skills, both written and verbal, in order to liaise with internal departments and to carry out job activities efficiently. Good working knowledge of Microsoft Office software is essential to the position. The successful candidate will uphold the key company values of honesty and integrity when dealing with others. Job activities will comprise of, but will not be limited to the following;

- Help maintain the ISO 9000 quality program.
- Help maintain the company's safety program.
- Assisting QC department with administrative duties
- Participate in document control processes
- Prepare work orders
- Prepare work instructions
- Complete safety documents – follow up on incidents / accidents
- Perform general office / documentation duties as directed

If you've got what it takes to add value to our pace-setting organization, tell us about your accomplishments. Please email your resume to hr@envent-eng.com