

QUALITY CONTROL (QC) ADMINISTRATOR

Right Choice Energy Services Inc. (RCESI) is currently accepting applications for a **Quality Control (QC) Administrator**. The QC Administrator will be responsible for working closely with our QC Manager, supervisors and employees to ensure compliance with and documentation of all RCESI Quality Control protocols at all times. The primary shift for this position is Monday-Friday from 7:00am-5:00pm but availability in the evenings and weekends may be required, as determined by business needs.

We are looking for someone that is proficient in the use of the Microsoft Office Suite (particularly Microsoft Excel) and ideally would be familiar with piping and structural fabrication. However, if you are meticulously detail oriented, organized, strong in the use of Microsoft Excel, and willing to learn more about piping and structural fabrication, we encourage you to apply!

QC ADMINISTRATOR DUTIES WILL INCLUDE, BUT ARE NOT LIMITED TO:

- Accurately maintain all documentation required by the RCESI QC Program in a timely manner
- Efficiently and accurately complete weld logging, MTR Logging, and hydrotest packs
- Accurately receiving, storing and shipping materials as well as reviewing bill of materials against isometrics and identifying any shortages or overages prior to fabrication
- Ensuring all MTRs are received for material shipments, signed, and dated
- Accurately scan in all QC documentation for final turnover
- Ensure safe storage of all project related documentation, both paper documents and electronic files

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING SKILLS AND EXPERIENCE:

- Strong attention to detail is a must
- Excellent prioritization and organization skills
- Familiarity with piping and structural fabrication processes would be an asset
- Proficient in the use of the full Microsoft Suite
- Current and valid First Aid/CPR & H2S certificates
- Capable of demonstrating worksite mobility including but not limited to: standing, walking, lifting, climbing
- A valid driver's license with a clean driving abstract



RCESI offers competitive wages, a comprehensive group benefits package, an Employer-matched Group Retirement plan, and supports personnel in pursuing higher education by offering training in areas of interest. To learn more about RCESI, please visit rcesi.com. To apply, please submit your application on our website or to admin@rcesi.com no later than **May 24, 2023**. We thank all candidates for their interest, however, only those selected to proceed in the recruitment process will be contacted.

