

# CAREER OPPORTUNITIES



## Quality Systems Assistant (QSA\_1704)

### A WORLD LEADER IN TESTING, INSPECTION & CERTIFICATION SERVICES

Bureau Veritas Mineral Laboratories, servicing the Mining and Exploration industry, offers a wide spectrum of analytical services using Geochemistry and/or Fire Assay methods for metals and mineral testing. If you would enjoy working in a dynamic environment and are looking for an opportunity to become part of a stellar team of professionals, we invite you to apply today.

### Position Summary

Reporting to the **Safety, Quality and Process Optimization Director**, the **Quality Systems Assistant** position is based in Vancouver, BC and is mainly responsible for quality control and assurance activities relating to the overall analytical processes of client geological samples. This is a full time position in a general office environment with exposure to laboratory environment. Working some evenings and weekends may be required as needed.

### Duties and Responsibilities

1. Assist with QA duties:
  - Formatting, review and distribution of management system documents
  - Taking meeting notes
  - Tracking and closing client complaints/Non-conformities/Corrective, Preventative and Improvement actions
  - Calibration of equipment
2. Assist with QC duties:
  - Retrieval and review of QC chart data
  - Assist in investigation of quality control failures.
  - Monitor and manage inventory of reference materials
  - Certification of internal standards, inventory control and documentation control for calibration and reference materials
3. Comply with all company policies, laboratory safety regulations and applicable Quality System SOPs.
4. Other duties as required or assigned

### Experience and Qualifications:

- Minimum Science Technical Diploma or BSc or equivalent
- Minimum 2 years laboratory experience
- Experience with 9001 and/or ISO 17025 management system a strong advantage
- Excellent interpersonal, verbal and written communication skills in English
- Attention to details and ability to work under pressure to meet tight deadlines
- Competent in reviewing analytical procedures and practices
- Ability to write reports and work instructions as well as conduct small staff training sessions

If you feel that you are the right person for this position please forward your resume by email, quoting reference **QSA\_1704** to: [hrdept@ca.bureauveritas.com](mailto:hrdept@ca.bureauveritas.com)

*Bureau Veritas is an equal opportunity employer*

Please note that applications without the job reference# will not be accepted.  
Candidates applying for Canadian job postings must be authorized to work in Canada.