



Marine & Infrastructure



Land Foundations



Dredging

QUALITY ASSURANCE COORDINATOR

Fraser River Pile & Dredge (GP) Inc. (FRPD) is Canada's largest Marine & Infrastructure, Land Foundations and Dredging contractor. The company is privately owned with operations mainly in Western Canada and the Northwest Territories.

We are looking for a candidate for the role of Quality Assurance Coordinator with progressive experience in quality management and working knowledge of regulations, codes and specifications related to the construction industry.

Key Responsibilities:

- Coordinate and facilitate the development of specific procedures and/or work instructions;
- Provide advice and direction to management team with regard to quality requirements and quality management activities;
- Develop and maintain the non-conformance log. Process non-conformance reports for FRPD and verify corrective action implementation;
- Support the HSEQ Manager in the implementation and maintenance of the IMS Manual and ISP's, Quality Management Plan and Quality System Procedures;
- Promote awareness and provides QMS Training to staff, new hire employees, customers, and visitors;
- Assist in the preparation of quality management reports regarding the review of the performance of the QMS, and assist with the resolution of quality issues brought forward;
- Assist the HSEQ Manager with coordination and conduct of internal and external audits including subcontractor QMS's as required;
- Ensure preparedness for third party audits of the QMS for certification purposes;
- Receive, review and follow up on external non-conformances as requested by the HSEQ Manager;
- Act as the central point for submission of all FRPD quality records and documents;
- Help resolve issues with regard to quality;
- Develop and implement the program for continual improvement with regard to the QMS for FRPD;
- Take actions necessary to ensure effectiveness of corrective actions for continual improvements;
- Identify and report needs for both system and process improvements to the HSEQ Manager;
- Administer and monitor the FRPD quality assurance functions in accordance with the quality policy and objectives established in the IMS Manual and Quality Management Plan;
- Ensure a clear and active program of sharing information with all persons at all levels regarding customer requirements, level of success in meeting customer requirements, the general status of the Quality Management System and its overall efficiency and effectiveness;
- Ensure that all quality functions required are detailed in the appropriate documentation for the subject areas;
- Provide all quality records to the Document Control Manager related to quality training, non-conformances, measuring test equipment calibrations, audits, management review meetings, and other quality meetings;
- Participate in the weekly meetings representing the quality discipline and provides feedback on quality related issue;
- Assist the HSEQ Manager in preparation for the Management Review Meetings and other quality related tasks as required;



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Required Skills & Qualifications:

- 5-10 years of progressive experience in quality management on infrastructure projects and possibly maritime operations;
- Working knowledge of pertinent regulations, codes and specifications related to the construction industry (OPSS, OH&S, MTO, AT, BCMOT, etc.);
- Quality Management Auditor Certification (ISO-9001 Focus Standard) from a recognized international body an asset;
- Strong organization and time management skills, and appropriate attention to detail
- Ability to freely access all points of a construction site or ship dredging activities in wide-ranging climates and environment;
- Adept in technical or operational aspects of safety management;
- Strong interpersonal, written, and verbal communication skills, demonstrated ability to clearly and concisely express yourself in oral and written work with shipboard staff and senior management;
- Highly motivated, with a demonstrated passion for excellence and taking initiative;
- Strong work ethic, willing to do what it takes to get the job done right the first time;
- Strong team player and has the ability to work independently to meet deadlines, and objectives.

We offer a top-level compensation package including an industry leading comprehensive benefits package and a company paid pension plan. Come join our growing, award winning company!

Qualified candidates are invited to submit their application to:

Email: careers@frpd.com (please state job title in email subject line)

We thank all applicants for their interest and effort; however only those selected for an interview will be contacted.