

O'Brien Lifting Solutions Inc. is a manufacturer of overhead cranes, jib cranes, workstation cranes, gantry cranes, serving the industry for over 50 years.

We are seeking a resourceful and self-motivated individual to join our dynamic team as a Technical Writer/Quality Control Inspector.

Quality Control Inspector Job Summary: The Quality Control Inspector is primarily responsible for a variety of inspection duties in the Operations department. These duties include but are not limited to: incoming product inspection, in process inspection of product, final inspection of product and verifying compliance of parts. The successful applicant will also provide various administrative duties such as completing inspection reports, corrective and preventative action reports.

Main Responsibilities:

- Issue CAR's for all product that doesn't meet the stated requirements
- Carries out inspecting and test activities as required by Quality Plans, customer and or stated requirements
- Maintains inspection and test records as required
- Helps develops and improve Quality System procedures, work instructions, flow charts and associated process improvements
- Product identification responsibilities include verification and or physical product marking for traceability.

Technical Writer Job Summary: The Technical Writer assists all levels of engineering with their task and assignments. These may include but no limited to, preparing detailed drawings of cranes and administrative documentation and manuals for the customer as required. The Technical Writer will also create and make signage for overhead cranes and jibs.

Main Responsibilities:

- Compile information for manuals of equipment
- Assist in detailing drawing when required
- Design and cut vinyl decals and signs
- Prepare labels for cranes, wires and jib cranes
- Filing of all job files for the Engineering department
- Prepare installation documentation
- Courier certificates and drawings for customers
- Copy training manuals for customer training
- Retrieve information for Sales and Service department on Data Sheets
- Report and non-conformances to suppliers
- Communicate with customers on a regular basis
- Utilize Auto CAD, Microsoft Office and other engineering applications as required

Requirements:

- Graduate of a Mechanical Engineering Technician/Technologist program
- General knowledge of Quality Assurance principles
- 2-3 years working experience in a manufacturing and engineering environment
- Demonstrated knowledge of Canadian Engineering standards

- Strong knowledge of general office procedures involving record keeping, filing and organizational skills
- Ability to write simple correspondence, including memos, letters, etc.
- General mathematical skills
- Proficient in Microsoft Office and Auto CAD
- Experience with using SolidWorks is an asset
- Strong oral and written English language skills
- Ability to carry out instructions in written, verbal or diagram form
- Able to maintain filing systems and basics databases
- Excellent analytical and problem solving skills
- Meticulous records maintenance skills
- Superior interpersonal skills
- Proficient in interpreting mechanical drawings

O'Brien Lifting Solutions Inc. offers a competitive compensation and benefits package with an exceptional opportunity for career development and growth.

Qualified applicants are asked to submit their resume to:

gpanagakis@obrienliftingsolutions.com