



Raising building standards.  
Building better builders.

## Quality Assurance Program Administrator

**Position Overview:** Building Professionals' builds and runs Quality Assurance programs for the benefit of the building industry. Working closely with the Quality Assurance Director and managers, this position will be responsible for a variety of initiatives in regards to monitoring construction data services, tracking quality assurance projects and follow up with industry stakeholders consisting of general contractors, trade contractors and architects.

**Reports to:** Director of Quality Assurance  
Quality Assurance Manager

### **Duties will include, but not be limited to:**

- Monitor Construction Data Services to identify projects that include requirements for the quality assurance programs in the project specifications
- Database and organize information in logical format using excel and database system
- Upload project information to website portals
- Communicate with construction teams to verify project intent and provide information on process and benefits to the quality assurance program
- Work with accredited contractors across the U.S. and Canada in meeting project reporting requirements, intent to bid and communicating project information on a state-by-state basis.
- Develop reports and statistics and identify yearly trends
- Provide input into program efficiencies and use of technology
- Participate in committee meetings, when needed, to report to key stakeholders
- Communicate with manufacturers and inspection companies with project information
- Provide key metrics and information to sales and marketing team
- Provide support to the coordination of inspectors and ensure inspections are conducted as per program requirements

### **Special Requirements**

- Willing to work on special projects, above and beyond the above scope of work, from time to time

### **Knowledge, Skills, and Abilities**

- Extensive administrative experience and strong office and organizational skills
- Excellent written and oral communication skills and above-average customer service orientation
- Excellent interpersonal skills and ability to work with clients and co-workers in a professional manner
- Ability to work under pressure, manage multiple deadlines and change priorities with ease
- Strong work ethic with the ability to work independently with minimum supervision
- Knowledge and experience in Word, Excel, PowerPoint and MS Outlook
- Ability to handle and resolve new and recurring problems

### **Credentials and Experience**

- 2+ years' experience in administration
- Education or degree in office administration
- Knowledge of building and construction industry