

Job Opportunity: Permanent Position – Manager, Quality Control

The Organization

The **BC Council of Forest Industries (COFI)** is an industry association representing the majority of the forest manufacturers in British Columbia. Our members are leaders in the global forest products industry, helping to drive the economy of the province and the communities in which they operate.

COFI advocates for the interests of its members and works with all levels of government to promote a healthy, diversified, sustainable forest industry. It works to ensure policies and regulations are effective and help to maintain forest sector competitiveness in the global marketplace, ensures the highest environmental standards and recognizes the role of sustainable forest management and low-carbon forest products in a net zero future.

For more information about COFI, please visit www.cofi.org.

The Opportunity

COFI is seeking a **Manager, Quality Control** to join our dynamic team based in our Kelowna offices in a permanent full-time position.

The Quality Control group at COFI is responsible for oversight and compliance for member company's in accordance with the regulations of the Canadian Lumber Standards Accreditation Board ("CLSAB") and the American Lumber Standard Committee Board of Review Enforcement Regulations. The Quality Control Manager oversees the delivery of lumber inspection, certifications and grade-marking to COFI members, in accordance with the provisions set by both lumber standards organizations.

Reporting to the President and CEO, supervising the staff in the department and coordinating with the overseas markets team of COFI, the Quality Control Manager's key duties and responsibilities include:

Member Services:

- Schedule, advise and participate in all the daily activities and services provided (lumber inspection, certification and grade-marking) for member companies. Maintain effective communications and strong working relationships with member companies and other grading agencies and their staff.
- Co-ordinate grade stamp requirements with members companies.

- Review consumer and member company complaints and enquiries for assistance. Provide a satisfactory response keeping with the approved objectives of the Quality Control Department.
- Inspect new members' operations to ensure they conform to COFI's quality control requirements and inform the President of any deficiencies which must be rectified before use of the COFI grade stamps can be approved.
- Accompany missions and tours to member companies. Conduct and participate in mill inspections, re-inspections and accompany Canadian Lumber Standards (CLS) and American Lumber Standards (ALS) field supervisors, when necessary.

Administration:

- Maintain accurate and up-to-date records and files pertaining to all the department services and activities.
- Support the development and performance of QC staff through annual review and discussion.
- Prepare an annual budget and capital expenditures as part of COFI's budgeting process and manage expenditures in accordance with approved budget.
- Maintain a current inventory of all department forms used for mill inspections and services.
- Provide the Secretariat for the COFI Quality Control Committee and follow-up on any matters arising out of the meetings.
- Participate on behalf of COFI on such committees as the National Lumber Grading Authority (NLGA) Grading Rules Committee, NLGA Board of Directors and the Canadian Lumber Standards Members' Committee.

Qualifications and Competencies

- High school diploma or GED
- An "A" lumber grading diploma
- 5 - 10 years of forest industry experience
- 5 - 10 years of lumber grading or quality control experience
- Excellent oral and written communication skills.

- Strong interpersonal and leadership skills.
- Thoroughly understand the art and theory of lumber grading to interpret and clarify grading rules for management and staff of member companies.
- Be familiar with all standards and grading rules applicable to products produced by member companies for foreign and domestic markets. This includes providing comment and critique of lumber grade standards and requirements to prevent any adverse effect on members' access to world markets.

Salary Range: \$80 - \$120,000

To be determined, commensurate with experience and qualifications.

Application Process

To apply for this position, please reference the position title in subject line and submit a cover letter and resume to applications@cofi.org by **July 7, 2023**.

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The BC Council of Forest Industries is an equal opportunity employer and provides employment opportunities in accordance with the British Columbia Human Rights Code.