

## JOB POSITION FOR QUALITY ASSURANCE SPECIALIST

Wellington Laboratories Inc. is an internationally known supplier of environmental reference standards for use in environmental analysis and toxicological research (<http://www.well-labs.com>). The company operates in a modern technical facility in Guelph, Ontario. The company's foundation is based on its staff, which possess a strong combination of synthetic/organic and environmental/analytical backgrounds.

We currently have an opening for a Quality Assurance Specialist.

### Position Summary:

The candidate will have the responsibility to:

- Ensure compliance of Wellington's Quality Management System (QMS) with ISO 9001:2015, ISO/IEC 17025:2017, and ISO 17034:2016 standards and follow issued procedures as they pertain to this position.
- Maintain the QMS by performing internal audits, revising/updating procedures, maintaining summaries/records, conducting assessments, facilitating external audits, preparing and implementing new policies, etc.
- Create internal audit reports and make recommendations for improving existing processes, procedures, forms, and methods.
- Perform risk analyses on business evaluations and opportunities.
- Conduct customer complaint and nonconformity investigations, document outcomes, and follow-up on corrective actions.
- Ensure products meet release criteria and exceed customer expectations.
- Recognize, address, and discuss issues with Management personnel to continuously improve the quality of Wellington's products and services.
- Second person check and sign-off on internal reports.
- Create training records when needed.

### Requirements:

- Bachelor degree (BSc) or Graduate degree (MSc) with a focus on environmental chemistry or a related field with a minimum of 3 years' work experience.
- Industry specific technical knowledge and/or prior experience in a Quality Assurance role would be an asset.
- Internal auditing training and/or experience would be an asset.
- Excellent oral and written communication skills.
- Be able to work efficiently and independently.
- Have advanced computer literacy and organizational skills.
- Be able to maintain high work standards and pay close attention to detail.
- Be able to work independently and as part of a multi-disciplinary team.
- Be self-motivated and able to manage a variety of projects at one time.



**WELLINGTON**  
LABORATORIES

**Salary:** \$60,000.00 to \$70,000.00 \*

*\*Negotiable based on relevant experience*

**Position Status:** Full time, Permanent

To apply, please submit a resume (that includes a summary of your relevant experience) and contact information for three references to [careers@well-labs.com](mailto:careers@well-labs.com).

Wellington Laboratories Inc.  
345 Southgate Drive  
Guelph ON, N1G 3M5

No phone calls please.

Only those candidates selected for interviews will be contacted and we thank all other applicants for your interest.

