

Job Posting:174712 - Position: W26 Quality Assurance Document Analyst 174712

Co-op Work Term Posted:	2026 - Winter
App Deadline	10/29/2025 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	10/22/2025 03:13 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	OSI Maritime Systems
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
 Job Title 	W26 Quality Assurance Document Analyst 174712
Position Type	Co-op Position
Job Location	Burnaby, BC
Country	Canada
Duration	8 months
Work Mode	In-Person
Salary Currency	CAD
Salary	22.0 per hour for 0 Major List
Salary Range \$	22 - 25
Job Description	

OSI Maritime Systems is a Vancouver based solutions provider of advanced integrated navigation and tactical solutions to military customers for over 20 years. As a pioneer of Warship Electronic Chart Display and Information Systems (WECDIS), the company has grown to be a leading provider of integrated navigation and tactical solutions designed for naval and maritime security operations.

We develop and deliver integrated bridge systems for warships, integrated dived navigation systems for submarines, and C2 systems for small craft. OSI currently has 20 naval customers from around the world with over 600 warships and submarines operating with its world leading integrated navigation and tactical solutions.

The mission of the Co-op, Quality Assurance Document Analyst is to ensure that the documents and processes the company relies on to ensure the consistent delivery of high-quality products and services are developed and maintained effectively and changes are appropriately reviewed and controlled. This includes monitoring and analyzing performance while seeking out and testing new methods and application features to improve the efficiency and effectiveness of department processes.

RESPONSIBILITIES

- Assist employees initiate and submit Quality Management System (QMS) document changes
- Administer Quality Management System (QMS) document changes and approvals
- Research and implement improvements in SharePoint document management and approval processes
- Develop and improve process performance tracking methods
- Prepare and maintain training material in text and video instruction format
- Analyze process trends, develop reports and assist with process administration
- Update document links and cross references needed to maintain information
- Research approval process and file status management in Microsoft applications (e.g. SharePoint, Power Automate)
- Assist with verifying completion of Corrective Actions and collecting supporting evidence

Job Requirements

- Excellent verbal and written communication skills in English
- Microsoft Office Suite and Sharepoint
- Customer focused and ability work cross functionally supporting other departments
- Strong personal organization and attention to detail
- An understanding of organizational management theory would be an advantage
- Experience developing queries, analyzing data and presenting analytical reports is desirable
- Process flowcharting experience would be an asset

Citizenship Requirement Canadian & Permanent Residents Preferred

APPLICATION INFORMATION

Application Procedure Through UBC Science Co-op

Cover Letter Required? Yes

Address Cover Letter to Ms. Nisha Sandher