

Job Posting:174288 - Position: W26 Quality Operations Coordinator 174288

Co-op Work Term Posted: 2026 - Winter
App Deadline 10/16/2025 09:00 AM
Application Method: Through UBC Science Co-op
Posting Goes Live: 10/09/2025 05:40 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Innotech Windows + Doors
Address Line 1 27452 52nd Avenue
City Langley
Postal Code / Zip Code V4W 4B2
Province / State British Columbia
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Winter
** Job Title ** W26 Quality Operations Coordinator 174288
Position Type Co-op Position
Job Location Langley, BC
Country Canada
Duration 4 months
Work Mode In-Person
Salary Currency CAD
Salary 21.0 per hour for 40 Major List
Salary Range \$ \$20 - \$23 per hour
Job Description

Job Title: Quality Operations Coordinator

Department: Quality Assurance

Reports to: QA Manager

Job Summary:

This role will provide key support in documenting and standardizing existing processes, assisting in administrative tasks, and supporting ongoing projects such as our Document Management System (DMS) initiative. This position offers excellent opportunities for students interested in quality management, process improvement, and general business operations.

Candidates will come from either a Manufacturing Engineering or Operations Management background.

Duties and Responsibilities:

- Collaborate with team members to document and standardize operational processes into templates (e.g., SOPs and Work Instructions) and ensure quality checks align with standards.
- Assist with day-to-day administrative tasks, including scheduling, file organization, project communications, and data entry.
- Organize and maintain electronic files with version control, supporting the transition to a centralized Document Management

System (DMS).

- Gather and validate information with cross-functional teams, supporting end users with reference materials and process understanding.
- Support the preparation of presentations, and training materials, and identify opportunities for improving administrative efficiency.
- Perform other Quality Assurance related duties as required.

Working Conditions

The duties for this position will be performed in both manufacturing and office environments. Steel-toe boots are required.

Job Requirements

Knowledge & Skills:

- Interest in quality assurance, process documentation, and administrative support.
- Knowledge of Lean methodologies.
- Strong attention to detail, organization, and time management skills.
- Critical thinking is required.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint); experience with SharePoint or document management software is an asset.
- Knowledge of Root Cause Analysis
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Experience with an ERP system (*an asset*)
- Knowledge of ISO 9001:2015 (*an asset*)

Citizenship Requirement N/A

Position Start Date January 05, 2026 12:00 AM

Position End Date April 01, 2026 12:00 AM

APPLICATION INFORMATION

Application Procedure Through UBC Science Co-op

Cover Letter Required? Optional

Address Cover Letter to Hiring Manager