

Job Description: Program Officer / Quality Personnel

The Program Officer / Quality Personnel position is demanding and requires a highly organized, detail-oriented, and disciplined individual. The successful candidate will work in a hybrid environment. Although the position is not laboratory-based, a solid understanding of laboratory operations and quality management practices is essential.

This role is primarily administrative and requires strong planning, organizational, and communication skills. Attention to detail, accuracy, and the ability to follow established procedures are critical to success.

If you can answer “YES” to the following requirements, please send your résumé to nlewis@ptcanada.org.

1. Do you hold a Bachelor of Science (B.Sc.) degree in Chemistry or a related field from a recognized university?
2. Do you have experience working with ISO/IEC 17025, ISO/IEC 17043 or other Quality Standards?
3. Do you possess excellent planning, organizational, and communication skills?
4. Do you have experience reviewing quality documents and conducting non-conformance investigations?
5. Do you understand the principles and purpose of proficiency testing?

If you meet all the above requirements, we encourage you to submit your résumé for consideration. Interviews will be in-person.