# THE COMPANY

Litostroj Hydro Inc., a rapidly growing subsidiary fully owned by the Wikov Group, is a key player in the hydropower sector. Our approach is marked by a unique style focused on simplicity and efficiency. Strong relationships with various stakeholders are at the core of our projects, and we work with passion and authenticity to achieve our goals. In daily operations, Litostroj Hydro Inc. collaborates closely with a wide network of partners across Canada, the United States, and Europe.

# ROLE SUMMARY

Reporting to the Supply Chain and Quality Manager, the incumbent plays a key role in maintaining and improving the company’s quality management system.

They are responsible for coordinating all quality-related activities for projects, ensuring proper documentation, supplier oversight, and the rigorous application of technical and regulatory requirements.

Working closely with the project, production, and procurement teams, the Coordinator ensures that deliverables meet established quality standards. Through their attention to detail, autonomy, and strong understanding of industrial environments, they contribute directly to operational reliability and customer satisfaction.

# KEY RESPONSIBILITIES

**1. Project Quality File Management:**

* Create and maintain quality records (Data Books) for each project.
* Ensure documentation traceability: certificates, drawings, inspection reports, etc.
* Participate in project review meetings on quality-related matters.

**2. Development and Monitoring of Quality Plans and ITPs (Inspection & Test Plans):**

* Define required quality checkpoints based on client specifications.
* Draft or support the development of ITPs, submit them, and obtain approvals.
* Coordinate internal inspections and third-party inspections as required.

**3. Supplier Quality Oversight:**

* Validate supplier quality documentation (material certificates, welding procedures, fabrication drawings).
* Perform or coordinate supplier quality audits when necessary.
* Issue and follow up on non-conformance reports (NCRs) related to external parts or services.

**4. Continuous Improvement:**

* Participate in non-conformance analysis and implementation of corrective actions.
* Propose improvements to the quality system or project documentation.

QUALIFICATIONS

* University degree (Bachelor of Engineering) or college diploma (DEC/AEC) in mechanical engineering, metallurgy, or a related field.
* Experience in an industrial environment, ideally related to heavy manufacturing or the energy sector.
* Good knowledge of quality standards (ISO 9001, ASME, CSA, etc.)
* Proficiency with office software (MS Office Suite) and document management systems.
* Strong attention to detail, autonomy, and organizational skills.
* Knowledge of welding, machining, or mechanical assembly processes is an asset.
* Bilingual (French/English): Excellent spoken and written English is essential. The role involves regular communication with clients and partners in other Canadian provinces, the United States, and Europe.

WORK CONDITIONS

* Hybrid work model in accordance with the company’s telework policy.
* Permanent full-time position, 40 hours per week.
* Dynamic and collaborative work environment offering stimulating challenges in an international context.