



**JOB TITLE: Quality Advisor**

### **About North Atlantic**

North Atlantic is a diverse and growing, province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service, and support for local communities. With our *people first* approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

**For more information about the North Atlantic, please visit [www.northatlantic.ca](http://www.northatlantic.ca)**

### **Position Overview**

Reporting to the Senior Operations Coordinator, the Quality Advisor will work to identify trends and areas for enhancement, with a focus on continuous improvement and efficiency gains.

Overseeing and guiding North Atlantic's quality management system, the Quality Advisor ensures processes and products consistently meet established standards by conducting audits, identifying areas for improvement, developing quality procedures, providing training, and collaborating with teams to implement changes, ultimately aiming to optimize quality across all operations within the company utilizing the ISO quality standard.

### **Duties and Responsibilities:**

- Perform regular quality audits to assess compliance with established standards, identify non-conformances and recommend corrective actions through collaboration with the applicable business unit.
- Continuous analysis of data to identify areas for process improvement which will yield enhanced quality and efficiency.
- Contribute to the development and maintenance of standards including Standard Operating Procedures (SOPs) and Standard Work Instructions (SWIs) to ensure consistency across the organization.
- Develop and communicate training and educational resources to ensure staff are aware of quality procedures and regulations.
- Identification of process risks and assistance with development, implementation and monitoring of mitigating actions.
- Review and trending of stakeholder feedback (including customer feedback) to ensure improvements to service delivery are identified early and acted upon.
- Assist with ad hoc requests.
- Other duties as required.



#### **Qualifications:**

- Business degree or Diploma with a focus in process improvement disciplines, an equivalent combination of education and work experience may be considered.
- Minimum 3-5 years of experience working in a quality management similar role.
- Proven experience with process improvement, process management and quality systems.
- Excellent communication skills.
- Strong organizational skills with the ability to prioritize.
- Strong analytical and problem-solving skills.
- Strong presentation skills.
- Enthusiastic, self-starter with the ability to work as a team, and take the initiative to contribute to the company's overall success.
- Work in a manner that exemplifies honesty, integrity, quality and trust.
- Flexible to adapt to changing priorities, while maintaining sharp attention to detail.
- Capable to work under minimal supervision, independently and as a part of a team.
- Able to multi-task in a fast paced, deadline driven, team focused environment.
- Proficient in MS Office Suite, data analysis and reporting programs.

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to [careers@northatlantic.ca](mailto:careers@northatlantic.ca) by Friday, May 30<sup>th</sup>, 2025.