

# international test & balance

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Northbrook, Illinois 60062  
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## Quality Assurance Manager for HVAC Test & Balance Building Systems

The Quality Assurance Manager for ITB supports all field testing and balancing (TAB) operations with knowledge of mechanical MEP systems and project construction sequences.

Responsibilities include:

- Learn and manage cloud based reporting software, implement updates, troubleshoot software issues.
- Run and review TAB reports for accuracy and completeness to NEBB/TABB & ITB standards.
- Responsible for electronic filing and distribution of reports to clients.
- Maintain field device log and employee & client access to test data.
- Prepare project submittals for TAB procedures based on plans & specifications.
- Perform accurate design data entry of MEP system components from mechanical drawings and equipment submittals into report software program for use by ITB field technicians.
- Facilitate positive client relationships through service and effective communication.

Requirements:

- Experienced with commercial mechanical contracting in project management, CAD drafting or estimating, or prior TAB experience
- Candidate should possess strong verbal and written communication skills and be detail oriented.
- Proficient in Microsoft Word and Excel use

Contact:

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