



CANADA

Compliance/Certification Specialist – Job opening QA9515

We are seeking a detail-oriented and knowledgeable Compliance/Certification Specialist to lead, coordinate, and document product certification efforts across international markets. This role serves as a critical liaison between engineering teams, certification laboratories, and external regulatory bodies to ensure that products meet all applicable safety, quality, and compliance standards—including UL, EN, CE, FCC, and others. The ideal candidate will have a strong understanding of global certification processes, technical documentation, regulatory requirements, and best practices for organizing and maintaining compliance records.

Responsibilities:

- Define product specifications and ensure compliance with requirements set by certification bodies such as INTERTEK, UL, CSA, FCC, and Industry Canada.
- Coordinate and schedule external laboratory testing, ensuring alignment with product development timelines and certification milestones.
- Work closely with test labs to develop timelines, set clear deadlines, and identify the most efficient strategies to complete certifications.
- Develop, organize, and maintain structured documentation, including test reports, Declarations of Conformity (DoCs), technical files, and all related certification records, ensuring they are complete, accurate, and easily retrievable.
- Review engineering documents including schematics, test plans, test reports, analyses, and correspondence to support certification submissions.
- Work closely with R&D teams to ensure product designs meet applicable certification and regulatory standards from early development through production release.
- Track and maintain detailed records of certification status for all products across multiple regions and regulatory frameworks.
- Prepare, submit, and maintain compliance documentation packages and ensure all certification records are updated to reflect current requirements and revisions.
- Act as the primary point of contact for external audits, inspections, and regulatory inquiries related to product certifications.
- Lead engineering and R&D projects related to certification, making use of appropriate internal and external resources.
- Continuously monitor and communicate changes in relevant regulations, standards, and certification practices to ensure ongoing compliance.

Qualifications:

- Experience in electronic product certification and regulatory compliance (asset).
- Proven knowledge of quality standards and requirements from UL, EN, CE, FCC, Industry Canada, and similar certification bodies.
- Familiarity with international environmental and safety regulations such as RoHS, REACH, WEEE, and IEC standards.
- Experience in electromagnetic compatibility (EMC), safety, and wireless certification processes.
- Ability to interface effectively between engineering teams and certification bodies.

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- Experience working in QA/QC and manufacturing environments.
- Strong project management skills, including coordinating multiple testing and certification activities.
- Familiarity with ISO 9001 or similar quality management systems.
- Excellent communication skills, both verbal and written, with the ability to draft, organize, and maintain comprehensive technical documentation.
- Bachelor's degree in electronics, electrical engineering, or equivalent proven experience (asset).
- Experience using product lifecycle management (PLM) systems and document control tools (preferred).
- Strong skills in organizing certification files, technical records, and compliance evidence in a clear, traceable structure to meet internal and external audit requirements.

Send us your CV in French and English (mention job opening QA9515)

Email: RDopportunities@paradox.com **or WhatsApp:** 438-787-9037

ABOUT US (Paradox.ca):

Paradox Security Systems is a High-Tech company that provides security worldwide for over 30 years with global sales in more than 65 countries.

Paradox develops products in areas of security systems based on Ethernet, cloud services, phone applications, video and more.

Paradox is highly involved with hardware products and provides the opportunity to create advanced hardware that will be sold globally.

As a private company come and join dynamic young, motivated teams and be a part of creating innovative and stable systems.

Excellent conditions will be negotiated based on experience and qualifications. If you are proud and love compliance standards – Come join us!