

## Quality Control Coordinator (Job ID: C-QC-202501)

**ARISTA HOMES, an award-winning home builder with over 30 years of experience creating exceptional communities, is seeking a dedicated and passionate Quality Control Coordinator to join the esteemed ARISTA "A" Team. Renowned as a top builder in the GTA, ARISTA HOMES is committed to upholding the highest construction standards and delivering exceptional customer satisfaction.**

**The Quality Control Coordinator is integral to maintaining these standards, overseeing quality control throughout the construction and post-closing phases while supporting both the Construction and HomeCare teams. This role involves conducting inspections during rough and finish stages, assisting with Pre-Delivery Inspections (PDIs), and ensuring compliance with ARISTA's quality benchmarks, the Ontario Building Code (OBC), and the Tarion Warranty Program.**

**The ideal candidate brings a strong knowledge of OBC requirements, professional communication skills, exceptional attention to detail, and the ability to effectively collaborate with trades, site supervisors, and clients. A genuine passion for building superior homes and preserving ARISTA's industry-leading reputation is essential to excelling in this role.**

### Primary Responsibilities:

- Perform regular inspections of homes to ensure compliance with quality standards for interior and exterior finishes. Identify and document deficiencies in Newstar, ensuring corrective actions are followed through by Construction and Homecare teams.
- Coordinate with trades to complete repairs, following up as necessary to ensure timely resolution.
- Proactively identify emerging issues and review with Construction and Homecare teams to prevent repetition.
- Understand scopes of work and identify incomplete and/or unsatisfactory work by trades.
- Collaborate with the Construction and Homecare Managers to identify areas of improvement in construction practices, implementing strategies and scope changes to improve build quality and reduce service calls.
- Conduct assigned PDIs with clients as required
- Maintain a sound understanding of Tarion Homeowner Warranty and the Ontario Building Code
- Investigate and address claims related to Tarion's 30-Day, Year-End, and 2nd Year forms, as well as other service requests.
- Maintain proactive communication with clients regarding the status of outstanding or completed work.

### Requirements and Qualifications

- Maintain a high standard of professionalism and manage expectations and relationships.
- Thorough understanding of construction processes and quality standards.
- Familiarity with Ontario building codes, Tarion Warranty Program, and home inspection best practices.
- Strong attention to detail and problem-solving skills.
- Proficient in using computers and ERP systems (e.g., Newstar).
- Effective communication and coordination skills, with the ability to work collaboratively with diverse teams.
- Commitment to customer satisfaction and high-quality workmanship.

### Additional Application Information

**Report to:** President & CEO

**Interview Process:** 2-3 Stage

**Potential Benefits Offered:**

- Discretionary Bonus pay
- Paid sick days
- Health Benefits Package

**Interested candidates should forward a cover letter and Resume to [humanresources@aristahomes.com](mailto:humanresources@aristahomes.com) and include the Subject line as per the noted job title and Job ID.**