Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-assurance>

# Example of Associate, Assurance Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of associate, assurance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate, assurance

* Ensure that R&D personnel maintain and administer the quality systems in compliance with the regulatory requirements
* Build and foster productive working relationships, including but not limited to OTS Operations colleagues across regions and attorneys
* Create, update and maintain Employee Training Plans
* Perform and/or review the daily, weekly, monthly, quarterly, and annual preventative maintenance on all applicable equipment
* Assist with vendor qualifications and complaint investigations
* Attend meetings held by QA/ Supply Chain Departments
* Communicates the requirements for batch release
* Performs document reviews for records for departments
* Completes and/or reviews documentation entries in the batch record
* Performs document tracking and routing

## Qualifications for associate, assurance

* Must be able to lift/push/pull up to 25 pounds on an occasional basis with or without reasonable accommodations
* Must be capable of performing PPE gowning procedures on a frequent basis to enter BioSafety Level II including safety glasses, lab coat, gloves, specialized clothing including laboratory scrubs (pants and shirt) and appropriate shoes required on a regular basis
* Must be able to work extended hours beyond normal work schedule to include, but not limited to, evenings, weekends, extended work hours and/or extra work hours, sometimes on short notice as required
* Expert in Omni recordkeeping, ECI, Metrix, ODS
* The resource should be willing to work in challenging environments and ready to reskill and learn new technologies
* First-hand experience working in an agile development environment