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# Example of Associate, Quality Assurance Job Description

Our company is looking for an associate, quality assurance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate, quality assurance

* Clearly communicate with vendors regarding defective and unacceptable merchandise
* Establish and maintain rapport with vendors through positive and consistent communications
* Conduct sampling of work produced by Transactional and Commercial Print areas to verify that output meets client quality requirements
* May assist in troubleshooting customer-reported issues
* Compiles, analyzes, and interprets data to support Program Development’s initiatives
* Acts as a liaison to cross-functional teams
* Point of contact for external contractors assisting on QA projects
* Maintains mobile testing and course quality rubric, including monitoring data and making decisions based on available data
* Prepare accurate estimates and QA design documents at the application level
* Consult with development team throughout the project life cycle, to assist and support the design, development and implementation of effective systems

## Qualifications for associate, quality assurance

* Working knowledge of cGMP principles with respect to FDA and EMA regulations
* Demonstrated proficiency in application of QA principles, concepts, industry practices and standards
* Problem solving skills, effective written and verbal communication skills
* Ability to work independently and with various work groups
* 10 years Quality Assurance experience in pharmaceutical, technical, or related area, including GCP Quality Assurance experience
* BS in a scientific discipline or equivalent with a minimum of 3-5 years’ experience in an FDA regulated industry