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# Example of Associate, Quality Assurance Job Description

Our company is looking for an associate, quality 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, quality assurance

* Support in Management of Deviations, Change Controls, CAPA and Document Control, as they relate to activities
* Assist administration for the Quality Management Systems in place
* Assist in workflow processes of all Quality Management Systems
* Responsible for improving and maintaining the integrity of R&D Quality Management System
* Communicate to management any complaints which present serious regulatory or liability issues or any unusual trends that may require further analysis
* Perform quality monitoring via NICE to ensure adherence to departmental standards and compliance with state, federal and regulatory agencies for associates and management in the SLS Contact Centers
* Attend calibration meetings with SLS/ Vendor contact center management and staff to evaluate calls as a group
* Track scores on a daily, weekly and monthly basis for management use
* Visual inspection of parts both with the naked eye and enhancements
* Light hand deburring

## Qualifications for associate, quality assurance

* Knowledge of Unix commands is a plus
* Experience in service testing using Soap Sonar, Soap UI will be a plus
* Knowledge of investing concepts and various investment vehicles is a plus
* An eye for detail and the determination and patience to complete jobs to a high standard within tight timescales is essential
* You must be an effective communicator, with strong interpersonal skills and the ability to check scientific calculations for accuracy
* An interest in scientific research and commitment to quality and customer care will be expected