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# Example of Associate, Quality Control Job Description

Our growing company is looking to fill the role of associate, quality control. 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 control

* Author reports for environmental excursions
* Read, trend and report environmental, personnel, in-process, raw material, finished product and water testing results
* Support Stability Programme on site and frequent collaboration with global Stability Product Representatives (SPR) or Product Quality Leads (PQL) regarding all stability programme matters
* With a high degree of technical flexibility, work across diverse areas within QC
* Write protocols and perform validation and equipment qualification/ verification
* Introduce new techniques/ Processes to the area, where appropriate
* May provide technical guidance.May contribute to regulatory filings
* Responsible for assisting with laboratory analysis for clinical release and routine stability testing
* Initiates non-conformances and participates in investigations when required
* Perform routine control and calibration of DQC instruments and equipment and ensures that laboratory areas are clean and maintained in a compliant manner

## Qualifications for associate, quality control

* Knowledge in computer hardware/software/operating system/network
* Must possessed strong knowledge in Visual Basic Programming & Microsoft Excel/Access
* Knowledge in Microsoft InfoPath & SharePoint will be an added advantage
* Minimum 1 year of relevant experience or equivalent combination of education and work experience
* Experience of assembly processes, procedures, test process, software download and set up will also be an added advantage
* Familiar with ISO9001 requirement