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# Example of Assurance Staff Job Description

Our company is growing rapidly and is looking for an assurance staff. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assurance staff

* Works in a partnership capacity will all members of the business unit to drive the timely completion of action items
* Evaluates the cost of quality associated with a wide range of events
* Accountable for process evaluation and improvement initiatives
* Responsible for advising site leadership of recommended process improvements and tracking to closure
* Facilitates leadership level meetings on a wide range of business performance metrics and reviews
* Analyses a wide range of business activities and provides performance metrics and recommendations to site leadership
* Performs a wide range of duties associated with the investigation of events and root cause analysis
* A Quality Assurance Specialist in Information Technology leads compliance initiatives in support of company policies and Regulatory requirements to support product and internal IT controls related to 21 CFR Part 820 & Part 11, Annex 11, and other health care industry standards/best practices
* IT QA also assists our IT unit to integrate best practice concepts into our processes to increase efficiency and meet compliance requirements and assure our customers receive only the highest quality services
* Support Application teams to facilitate the SDLC process for new Applications & Systems

## Qualifications for assurance staff

* Some work experience (related or unrelated) is preferred
* QA certifications
* Lead, develop, and mentor others with QA data analysis, trending, and reporting
* Log and track defects using designated tracking systems and tools
* Participate in the development of projects and initiatives, contributing to automated testing strategies
* Mentor and guide other team members as required to support overall team objectives