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# Example of QA Associate Job Description

Our company is growing rapidly and is looking to fill the role of QA associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for QA associate

* Assure effective systems, and controls are established and maintained for all manufactured products in the Integrated Production Stream (IPS) environment
* Establish a robust, aggressive system to assure corrective and preventative measures are systematically implemented, monitored, and controlled
* Develop, track, and report on department metrics, and department objectives
* Manage product quality complaint system and make recommendations to senior site management on the recall of product
* Provide leadership to departmental personnel to include Integrated Production Stream (IPS) quality assurance technicians, the Quality Assurance direct reports
* Communicate openly and often with cross-functional management staff to evaluate production process needs, resolve problems and obstacles, provide resources, reset direction and maximize effective interactions and functioning
* Articulate Quality Systems vision/strategy to peers and subordinates and gain commitment influence behaviors to drive results
* Foster and maintain relationships with key external vendors and/or associations
* Effectively drive teamwork up, across and down, organization to deliver results
* Contributes to impact assessments from Feature enhancements on system level interactions, and existing regression and automated test suites

## Qualifications for QA associate

* Assisting with the preparation of Internal Audit presentations for Audit Committees, Management Committees, Compensation Committee, Global and Regional Managers� Meetings, regulatory and stakeholder meetings
* Involvement in group-wide methodology initiatives including risk assessment and annual planning, logging audit plan changes, reviewing continuous monitoring results and audit issue status reporting
* Graduate or similar higher education qualification (1st or 2nd or equivalent class)
* Proficiency in MSWord and/or Excel
* Strong experience on programing, especially on java/python/javascript
* Knowledge of Fill Finish and Biologics production environments strongly preferred