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# Example of QA Auditor Job Description

Our company is hiring for a QA auditor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for QA auditor

* Provide proper training to improve investigations for determination of an effective action plan
* Identifies and leads implementation of new opportunities for improvements to work processes, production, QA testing, and other areas as identified
* Investigates product/component issues by conducting failure investigations, complaint trending, and Product Inquiries
* Manage Health Hazard Evaluation process and assure timely completion
* Manage Quality metrics meetings to provide proper corrective and preventive actions to address the identified issues
* Supports Quality management, which includes ensuring that internal and supplier audits are properly executed, documented, and completed in accordance with the annual audit procedures/schedules
* Verifies appropriate file documentation is included for completion of the review process
* Monitors / analyzes performance trends for key quality metrics and establish appropriate control measures and communicates this to supervisors and management
* Establishes, develops, enhances and maintains a QA methodology within the framework of estimate review
* Formulates and maintains quality assurance objectives complementary to company policies and goals

## Qualifications for QA auditor

* Thorough knowledge of various quality system standards (e.g., ISO 9001)
* A minimum of five years’ experience in quality assurance, quality engineering or related functions or a M.S
* Prior experience in a FDA regulated industry or ISO certified organization
* A Bachelors degree in Engineering, Science or related field is required
* Must have demonstrated proficiency in statistical analysis, the ability to analyze and solve complex problems, and the ability to communicate effectively across departments
* Working knowledge of quality systems is required