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# Example of Quality Control Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of quality control analyst. 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 quality control analyst

* Provide regular feedback to operations managers regarding team and individual performance based on the results of quality testing
* Developing and implementing inspection plans, procedures and tools that effectively detect product defects
* Providing mentorship and on-the-job training related to quality control methods, techniques and tools to the quality control workforce
* QC incoming raw materials, in-process testing, and final QC of oligio based products
* Work with R&D and Technical Support to transfer new products into Reagent Manufacturing and/or the Assay Design Group
* Assist in the development of QC procedures, create and maintain QC documentation for new and existing products, processes, and equipment
* Responsible for equipment calibration tracking
* Assist manufacturing with filling/packaging events as requested
* Work with Manufacturing, QA, RA, PD, and Partners
* Review and process of project plans/authorization and financial documents associated with external QC, stability, and reference standard functions

## Qualifications for quality control analyst

* Experience communicating information in a clear, concise, data driven manner
* Experience with Sterility or Rapid Sterility methods
* Write Certificate of Analyses, Product Information Sheets and Stability final reports
* Hands on experience with Risk Assessment (especially Hazard Analysis, Fault Tree Analysis, FMEA)
* Assist with the development, revision, and implementation of departmental policies and procedures
* Must have knowledge and experience of QC assay development, qualification, and validation