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# Example of Quality Control Assistant Job Description

Our growing company is hiring for a quality control assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for quality control assistant

* Review QC tests on stone and asphalt products to ensure compliance with ODOT specifications and project specifications
* Monitor temperature, thickness, density and overall condition of pavements during installation
* Assist with administration duties within the department general filing, scanning, faxing and copying
* Assist with other duties other administrative duties as assigned/required
* Notifiable Disease Reporting, completing and faxing reports to state agencies
* Training, Competency and Continuing education activities
* To manage individual responsibilities within the QC group
* To sustain target inspection time turn-around of one day
* To identify areas of cost reduction and efficiency within the QC group
* To be able to adapt to urgent Red Card requirements

## Qualifications for quality control assistant

* Strong interpersonal skills and ability to be successful in a team environment
* Experience in quality control within the Food Inudstry is MANDATORY
* Bachelor's in Food Science or related study is preferred
* BS/BA degree or equivalent in the biological or chemical sciences
* Customer-oriented and flexible to changes in job duties/work location
* Strong ability to organize and use time management skills/multi-task