Downloaded from <https://www.velvetjobs.com/job-descriptions/quality-control-associate>

# Example of Quality / Control Associate Job Description

Our growing company is hiring for a quality / control 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 quality / control associate

* Perform general QC practices and suggest solutions
* Evaluate lab practices for compliance on a continuous basis
* Manage the transfer and validation of analytical methods from Analytical Development to QC the transfer and validation of methods to OTL or other sites
* Responsible for OOS, lab and protocol deviations, Implement corrective action plans when necessary
* Review of records, generation of CoAs for product release
* Responsible for QC’s training
* Review PVR protocols and reports, raw data, in support of viral clearance studies
* Manage and prioritize testing and operations of QC Micro team
* Design and oversee qualification of new microbiological techniques and equipment
* Perform continuous improvement pertaining to water testing, lab microbiology techniques, and environmental monitoring initiatives

## Qualifications for quality / control associate

* Clear understanding of Quality Control equipment validation and maintenance, data integrity requirements
* BS in a related science (e.g., Chemistry, Biochemistry) with minimum 5 years
* Sound understanding of business controls
* Stand unassisted for 6-8 hours per day
* The successful candidate will be someone who can demonstrate the ability to coordinate multiple priorities, successfully resolve complex matters, quickly understand processes/workflows, identify risks, and effectively tailor their communication (written/verbal) to their audience They must be able to identify opportunities for process enhancements while supporting existing standards with a focus towards providing excellent service to our clients
* Handling of physical account documentation may require lifting up to 10 pounds