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# Example of Quality / Control Associate Job Description

Our growing company is looking 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

* Maintains knowledge of key Samaritan’s Purse data entry procedures to ensure accurate clean-up of donor accounts
* Corrects identified errors on our donor accounts, including, but not limited to, addresses, spelling, and salutations
* Assesses accounts that have been identified as potential duplicates, following data entry procedures to determine whether they can be merged, and merges accounts if appropriate
* Uses various Internet search tools to verify donor information
* Maintains a clean and neat working environment at all times
* Assist in implementing quality control standards, methods and procedures
* Monitor and track common deviations and problem documentation, and investigate to determine root causes
* Assist in recommending form and SOP modifications, and changes to standard protocol wording to avoid deviations
* Assist in maintaining and revising QC documents, processes, manuals, and reports
* Assist in updating QC guidance documents

## Qualifications for quality / control associate

* M.S./M.A
* Diploma in Information Technology / Equivalent
* High Certificate with Minimum 1-2 year relevant experience
* Capable of executing work with minimum supervision
* PhD molecular biologist or biochemist preferred with 5-7 years of Quality Control experience or MS with 10 – 12 years of Quality Control experience
* Candidate should be well versed and experienced in bioanalytical methods and experience in managing a Quality Control laboratory under GMP compliance