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# Example of Quality Control Clerk Job Description

Our growing company is looking to fill the role of quality control clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality control clerk

* Provides data collection and coordination of reports and report requirements to/from Regional and Corporate Offices and the Job Corps Data Center
* Conduct sampling of work produced by Transaction and Commercial Print areas to verify that output meets client quality requirements
* Conduct inspection of processes, the documentation supplied, and procedures used to produce the output inspected
* Perform internal audits when requested as per our ISO guidelines
* Analyze procedures and identify opportunities to improve productivity, quality and efficiency
* Verify that information on all job documentation is complete and accurate (e.g., job tickets and transport tickets include accurate job name, IDF/MRDF and mail class)
* Perform random inspections to ensure the quality of work during the production process
* Perform a visual inspection of sorted and bucketed mail to ensure the proper separation and distribution of mail classes, thus ensuring postal and manifest integrity
* Verify the accuracy of material, media, envelopes and postage rates used for each job
* Communicate non-conformance's to supervisor in a timely manner, and record all non-conformance's

## Qualifications for quality control clerk

* Good math, computer, verbal and written communication skills
* Assigns workers to the appropriate equipment
* High school diploma or GED and one (1) year of experience involved in performing work in a warehouse that requires the use of various warehouse practices
* Must be capable of repetitive lifting of up to 50 lbs
* Must have previous QC experience, minimum of a year, recently in the past 6 months
* Must be willing to submit to drug and background check