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# Example of Quality Control Specialist Job Description

Our company is looking to fill the role of quality control specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for quality control specialist

* Resolve site quality, safety and security problems and ensure that products are processed and shipped out on a daily basis
* Review of Standard Operating Procedures, Task Safety Analysis, Task Observation Sheets, Field Level Hazard Assessments and maintaining compliance for lab personnel for all regulatory training (EOP, TDG, monthly safety topics)
* Conduct telephonic and in-person interviews within given timeframes in accordance with given procedures
* Perform quality control checks of air and/or ground transportation events
* Revises standard operating procedures which are submitted to management for review and final approval
* Be a quality enabler for the team in each steps of the production process
* Initiates and takes ownership as needed of laboratory investigations for invalid assays and non-conformance and exception reports for out-of-specification test results, perform impact assessment and root cause investigation
* Regularly lift 10-20 lbs
* Prefunding Reviews
* Minimize errors by reviewing available reporting and scorecards for accuracy

## Qualifications for quality control specialist

* Experience with relevant regulations is beneficial client monies
* The ability to investigate, analyse and resolve issues with the ability to follow correct escalation process
* The ability to be flexible and prioritise workload to meet deadlines
* 4-5 years of relevant commercial and/or retail lending processing experience
* Extremely strong relationship management abilities, analytical and problem solving skills, and credit and credit quality skills
* Knowledge of analytical techniques and causative research skills