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# Example of Quality Control Specialist Job Description

Our innovative and growing company is looking for a quality control specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality control specialist

* Maintains an accurate inventory for all GMP Stability drug substance and drug products that are received, stored and removed for testing
* Document and maintain records of process deficiencies identified during QC checks
* Analyze problems, and develop and implement corrective action to include training
* Maintain historical trend analysis of test results for modifying/enhancing training material and SOPs
* Ensure that management is apprised of any customer concerns or quality deficiencies that must be addressed
* At the direction of the QC Supervisor, assist with overseeing the day-to-day operation of the QC Lab while working in cooperation with the Lab Tech, and Senior Lab Operators to ensure Quality standards are maintained
* The QC Specialist will assist with customer quality audits, customer technical inquiries, special projects and Affinity root cause analysis as assigned by the Lab Supervisor
* In the absence of the Lab Supervisor, the QC Specialist will act as designate to ensure that all lab staff are working in compliance with all environmental and safety laws, regulations and policies
* Develop and maintain Chemical and Consumable Supply Matrix through inventory management and Maximo ordering
* Conduct audits of quality systems

## Qualifications for quality control specialist

* Ability to work with shop tools and standard measuring equipment
* Bachelor’s degree in Biology, Chemistry, Microbiology, or related field and at least one year of technical experience working in the laboratory, or an Associate’s degree with at least three years' experience
* Demonstrated ability to work independently and with a team in a fast-paced, deadline-driven environment while paying attention to details and maintaining high-quality work
* Demonstrated oral and written communication skills and must effective English language and grammar skills
* Must be willing to work in a biosafety level 2 (BSL2) and/or 3 (BSL3) (biocontainment) environment and able to wear appropriate respiratory protection
* Must be willing to be immunized with FDA licensed vaccines and Investigational New Drugs (IND) recommended for persons at risk to occupational exposure of biological agents