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# Example of Quality Representative Job Description

Our growing company is searching for experienced candidates for the position of quality representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality representative

* In conjunction with the supplier, perform First Article inspections on different systems and/or components and approve the supplier’s inspection reports
* In conjunction with the supplier, perform inspections at critical points of the work process and approve the supplier’s inspection reports
* Check, approve and if necessary propose changes to the first prototype cars
* Receive from the supplier a parts inventory list and keep it up-to-date
* Coordinate between the client and the supplier the delivery of parts provided by the client
* Verify and approve all articles, parts, materials or equipment proposed by the supplier as substitutes to those prescribed in the technical specifications
* Revise obsolete material and make a decision with the client project manager on their disposition
* Record and communicate any critical comments on the work and changes made to the cars
* Report that the work is on-schedule
* Monitor changes and additional work proposed by the supplier and communicate these to the client project manager for his approval

## Qualifications for quality representative

* Education, experience and/or proficiency in Sales, Communications, Customer Service
* Strong organizational skills with the ability to prioritize workload and multi-task while maintaining strict attention to detail
* Ensure that all remedial work has been performed
* Monitor optional items requested by the client
* Report any anomalies as soon as possible to the client project manager
* Maintain accurate and sufficient documentation of agent calls including positive observations, areas of needed improvement