Downloaded from <https://www.velvetjobs.com/job-descriptions/quality-representative>

# Example of Quality Representative Job Description

Our innovative and growing company is searching for experienced candidates for the position of quality representative. 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 representative

* Reviews all task cards and paperwork generated during inspections, modifications, repairs, , for method of corrections, completeness and to verify that Allegiant Air’s policies and procedures are complied with
* Ensures RII items are properly accomplished and documented
* Assist the Heavy Maintenance Representative to ensure that all items in Allegiant Air’s work scope and “C” check package, as provided by Allegiant Air’s Planning Department are accomplished or accounted for during the maintenance visit
* Ensures Allegiant Air parts are received properly IAW Allegiant Air GMM
* May be called upon to accompany Allegiant Air flight crew during airborne flight checks following maintenance work
* Provide an Airworthiness Release for the aircraft upon completion
* Other duties as assigned by the Manager of Quality Control
* Answer customer phone calls and emails to provide strong customer service and positively resolve all customer issues
* Maintain service level responsiveness within guidelines set by management
* When post-sales quality issues arise, work cross-departmentally to research the symptoms, determine their root causes and determine a course of action

## Qualifications for quality representative

* Effective communication skills & the ability to work in a fast paced environment
* A minimum of 15 years of QA/inspection experience in mechanical, plumbing, and controls systems is required
* Ability to interpret contract documents such as specifications and drawings is required
* Ability to resolve problems within the incumbent’s expertise is required
* Ability to pass a limited scope security screening is required
* Experience with Federal government construction contracts is preferred