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# Example of Quality Specialist Job Description

Our innovative and growing company is looking for a quality specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality specialist

* Share audit results with management regarding employee performance
* Maintain performance standard documentation on employees audited in order to provide feedback to the employee's audited
* Strong analytical skills, pays attention to detail
* Excellent organizational skills, leadership and communication abilities both verbal and written
* Evaluating, responding , addressing and closing the PI
* Maintaining the Back log count and adhering to SLA defined
* Manage document changes, creations and deletions
* Support business/function leaders in the creation, development, implementation and training related to document change
* Support teams throughout document control process to completion as needed
* Update current quality processes as required

## Qualifications for quality specialist

* Quality function
* Bachelor’s degree (B.S.) from four-year college or university in Chemistry or closely related field
* Experience in a quality control laboratory is ideal
* Ability to be self-driven and capable of working on own initiative part of a team
* College or University graduate is preferred
* Minimum of two (2) years’ experience in a quality function with an ISO-based quality system is preferred