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# Example of Quality Specialist Job Description

Our growing company is looking to fill the role of quality 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 specialist

* Lead activities to design/implement improvements to drive timeliness / accuracy metrics in complaint management processes and linked processes
* Collaborate with other departments to lead or support change / improvement efforts (Customer Support, Product Analysis, Medical Surveillance, Research and Development, Marketing / Sales)
* Responsible for conducting audits on defects received for metrics and provide consistent feedback to investigators
* Conduct regular knowledge checks on floor through process tests, huddles, Conduct reviews for other reviewer and drive Calibrations efforts across sites
* Interface with contract manufacturing organizations, oversight responsibilities include review of batch documentation, deviations, investigations, up to and including product release
* Provide back-up support to on-going QA operations as needed, review and approval of analytical methods validation and transfer activities
* Provide QA support for Quality System cross-functional team development activities such as TrackWise enhancements for Change Control, Deviations, Investigations, and Supplier Quality Management
* Order to support the operations and quality requirements for business operations
* Provide QA analysis to Training team for individuals/team/site to improving knowledge gaps
* Keeping updated with relevant regulations and scientific knowledge within the area in Agilent’s quality system

## Qualifications for quality specialist

* Demonstrated experience in applying problem-solving skills to identify problem root causes, resolve process problems and develop / implement opportunities for improvement
* Demonstrated ability to document process procedures
* Understanding of statistical analysis and quantitative analysis of data supporting strategy-level decision making
* Fluent English Speaker, French-speaking an asset
* Minimum of two (2) years’ experience in conducting internal audits (completed at least 15 full system audits) preferred
* Minimum of two (2) years’ experience in gathering and reporting KPI data preferred