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# Example of Quality Specialist Job Description

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

## Responsibilities for quality specialist

* Analyze opportunities for improvement and implement the appropriate action plans
* Understand, develop, maintain and update the quality management system
* Understand and be accountable for the operations of all certifications (Rohs, NSF)
* Share Audit feedback with Investigators/Team managers
* Provide technical support to manufacturing and R&D as required to assess Quality of finished product
* Investigate all product quality non-conformances
* Participates in WCM Quality Pillar initiatives
* Recommends improvements in process and product Quality at Carpenter to increase First Time Through (FTT)
* Provides support in the establishment of Critical to Quality measures (CTQ), Key Process Characteristics (KCC), Key Control Characteristics (KCC), control plans and FMEA
* Identify and recommend improvements in critical work center Overall Equipment Effectiveness (OEE)

## Qualifications for quality specialist

* Effective team player in working with Portfolio staff to improve quality
* Understanding of ISO procedures
* A high standard of communication skills, written and verbal
* Understanding of Total Quality Management
* A demonstrated knowledge of quality assurance and continuous improvement methods
* Proven experience of Lean Manufacturing including Six Sigma methodology (Black Belt level)