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# Example of Senior Quality Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior quality specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior quality specialist

* Work with teams (internal and external) to collect necessary information to ensure the Mobile product delivered is of high quality
* Work with the team to create automation test suite for build validation in a continuous delivery
* Reviews both financial and non-financial inforce transactions of moderate complexity that have been completed for file and are pending for quality review in AWF using systems such as SSF, RUMBA, and/or Cyberlife
* Reviews inforce transactions, to ensure it is processed in accordance to company stated guidelines, procedures, and the customer’s request
* Informs the processing representative and applicable manager of errors and provides feedback and/or procedures on how to correct the item, if an item is processed incorrectly or missing requirements
* Maintains a strong working knowledge of administrative systems, products, and procedures by regularly reviewing procedural updates, seeking continued education, and collaboration with peers and business partners
* Participates in special projects as assigned by the Experience Improvements Manager, such as working on cross-departmental teams to identify and implement process improvements
* Providing guidance on medical device design controls requirements to product development teams and cross functional team members
* Contribute towards the development of retrospective and prospective Design History Files
* Support development of Device Risk Management as needed

## Qualifications for senior quality specialist

* Ability to successfully communicate within all levels of management
* Minimum of five (5) years experience with B.S
* Previous experience in quality control/quality assurance
* Strong clinical/technical acumen
* Strong multi-task & situational management
* Must be capable of interfacing with senior level health care executives and be able to resolve complex customer service issues