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# Example of Specialist Quality Control Job Description

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

## Responsibilities for specialist quality control

* Play a role in creating and maintaining an atmosphere of teamwork throughout the laboratory
* Adherence to applicable personnel policies regarding time clock, telephones, sick days, vacation days
* Work with various managers to ensure they meet company standards
* Enforce quality assurance with food, and operational activities
* Complete compliance documents and report to the corporate office
* Generate monthly report and communicate with area managers
* Data entry of information into databases with preciseness and accuracy
* Train and coach management team with best practices
* Reports stability data and performs trending and statistical analysis
* Creates, reviews and revises stability protocols and reports, specification documents by initiating document change requests

## Qualifications for specialist quality control

* Minimum of three (3) years experience in a Quality Control role or related experience
* Advanced Microsoft Office and Microsoft Windows skills recommended
* Basic knowledge of Photoshop is preferred
* BS/B.A or M.S in Biology, Biochemistry, Chemistry, Engineering, Microbiology, Virology or other associated field with a minimum of 0-2 years of relevant laboratory, manufacturing, biotechnology or quality control experience
* Prior clerical experience with document control support
* Performs quality reviews of highly complex loan documentation to reduce risk of loss and ensure policy and regulatory compliance