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# Example of Specialist Quality Control Job Description

Our company is growing rapidly and is looking to fill the role of specialist quality control. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for specialist quality control

* Coordinate site stability activities, reviews and approves all product stability protocols, ensure all stability sample numbers are communicated to the relevant department
* Lab capability projects as detailed by Quality Manager
* Provide support with audit/inspection requirements to ensure department compliance/readiness
* Develops, validates and executes analytical and wet chemistry methods
* Develops, creates and approves instrument/equipment qualification protocols for new equipment/instruments
* Identify top chronic Engineering and Process issues and set-up problem solving teams to attack those with the most read across from plant to plant
* Recommend and implement proper use of WCM tools (simple through advanced Kaizens, X-Matrix, QA Matrix, PPA, DOE, 7 New QC Tools)
* Assist with the migration of existing imaged electronic and paper files into the Bank-s imaging platform and indexing of documents imported
* Help with any/all aspects of creating and maintaining loan and credit files
* To ensure timely delivery of KYC records in line with policy, processes and client expectations

## Qualifications for specialist quality control

* Follows-up on unresolved issues to ensure resolution
* Contacts appropriate departments, Employees, vendors, and Customers to ensure completion of unfinished items
* Creates documentation and status tracking methods to ensure timely completion of unresolved issues
* GD&T, Gaging, part inspections, sorting processes, establishing clean points
* Must possess thorough knowledge of the underlying principles used in testing procedures and understand the material being evaluated, virus, bacteria, cell line
* Minimum 10 years’ experience in a Quality Control Lab environment