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# Example of Training & Quality Specialist Job Description

Our growing company is searching for experienced candidates for the position of training & quality specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for training & quality specialist

* Responsible for the day-to-day management of the DevSci training curricula and training management requests in the Learning Management System
* Support/lead the development and revisions of all DevSci quality processes, Work Instructions and guidelines as assigned
* Provide reviews and support training records requests in preparation of audits and inspections
* Actively participate in company Inspection Readiness and DevSci Quality’s inspection preparedness plans to strengthen Development Sciences performance during internal audits and Regulatory/Health Agency Inspections
* Provide DevSci Quality training to functional teams and vendors as assigned
* Perform daily operations of the Quality File Room operations including, but not limited to document submissions, scanning, retrievals and off-site archiving ensuring accuracy with archive indices
* Support PA Program and projects where applicable
* Process assigned document types for workflow initiation, to include expiration review compliance
* Perform controlled global document distribution
* Issue and reconcile controlled document numbers

## Qualifications for training & quality specialist

* CBRN training experience
* Experience as part of a Mobile Training Team
* Bachelor’s degree (preferred) with a minimum of two (2) years of compliance regulated document management, training or pharmaceutical role
* Associates degree with a minimum of five (5) years of compliance regulated document management, training or pharmaceutical role
* Experience in the use of validated computer systems for management of regulated activities, including electronic records and electronic signatures
* Attention to detail in performing data management and analytical tasks