



Example of Data Quality Specialist Job Description

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Our company is growing rapidly and is looking for a data 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 data quality specialist

- Provides technical expertise to lower level technical personnel
- Reviews quality documents (purchase orders, inspection reports, route sheets/manufacturing travelers,) for completeness and prepare QA data packages for delivery with hardware
- Reviews processes and procedures for quality operations
- Coordinates and performs liaisons with internal and external customers and with subcontractors in efforts related to his or her technical specialty
- Reviews drawings, specifications, and manufacturing planning (route sheets,) to assure all requirements are met and that quality verification was been performed at appropriate points
- Reviews quality work instructions
- Create custom data monitoring tools that team members can use for test validation
- Configure and update test methods in the StarLiMS information technology system and ensure that StarLiMS methods are adequately validated
- Develop and revise laboratory procedures, and associated documentation, for analytical test methods and support processes as needed
- Facilitate corrective and preventative action processes for continuous improvement

Qualifications for data quality specialist

- Responsible for end to end oversight of testing deliverables

- Projection of QA hardware and software costs from operation and capital standpoint
- Collaborate with Application management to drive continuous improvements in products and processes
- Develops quality assurance plans by identifying critical control points and preventive measures