



# Example of Intern, Quality Assurance Job Description

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

## Responsibilities for intern, quality assurance

- Ensure following of demands in laboratory organization according to standard ISO 17025 (Equipment, reference samples, methods, control plans )
- Non conformity DIM handling
- Characterization and sampling on different components for Platform 1
- Assist in the creation of newsletters, e-mail campaigns, online promotion, video production
- General clerical and data entry assistance
- Provide support for form reviews and file reviews
- Assist in the creation, distribution or delivery of internal support materials
- Apply branding to outdated or existing materials
- Undertaking coverage research/investigation
- Maintaining accurate filing systems

## Qualifications for intern, quality assurance

- Must be enrolled in a Wood Science, Engineering field of study (Civil/Structural/Industrial Engineering)
- This position does not require any travel
- Verify software meets the requirement
- Understand the value of test automation
- Candidates should have a good working knowledge of Windows operating environments and comfort with learning new software applications
- Must have completed your junior year as an undergraduate, or be working on

