



## Example of QA Associate Job Description

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Our company is hiring for a QA associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for QA associate

- Record and track all issues uncovered during requirements review or testing and follow through to resolution
- Applies good debugging and troubleshoot techniques to assist Developers with isolating the problem and determining th
- Review and approve documentation for incoming materials to ensure compliance with Quality System, including DVH (Device History Record)
- Prepare and review procedures and documents supporting QMS (Quality Management System) compliance
- Evaluate the functions of the quality group to continuously improve the QMS
- Collaborate with area management to develop training curriculum that are linked to the job roles
- Identify and implement systems to assure that training records for site personnel are complete, accurate, and compliant and archived on an on-going basis
- Participate in implementing systems that provide for compliant determinations of post-training effectiveness
- Facilitate or conduct instructor led training for new hire, annual QSR/ISO requirements, document revision training, and ongoing cGMP topics
- Participate in the development of Annual Training Plans for plant and employees

### Qualifications for QA associate

- Understanding of PDR (Preliminary Design Review) and CDR (Critical Design Review) support
- Existing Secret clearance a plus
- Lean Six Sigma, ASQ certification or other professional certification
- Familiarity with basic laboratory instrumentation
- Able to work with limited supervision for routine tasks
- Ability to stand/walk/stoop during a complete 8 hour shift