

Example of QA Support Job Description

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Our growing company is looking to fill the role of QA support. 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 support

- Perform Software Quality Assurance functions, for in-house and supplier oversight
- Perform Supplier Quality Engineering functions including supplier evaluation, corrective actions, performance reporting, and supplier audits
- Provide Quality Engineering technical support for in-house and supplied product
- Perform quality management system internal audits to ISO9001/AS9100 and regulatory requirements
- Lead and/or participate in Lean / Continuous Improvement projects
- Review and disposition nonconforming material including formal Material Review Board activities
- Review technical data, plans, and reports for compliance to company and contractual requirements
- Lead technical investigations on quality issues to determine root cause and corrective action
- Work with customers to resolve quality concerns and corrective actions
- Generate Quality Assurance Program Plans for new programs

Qualifications for QA support

- Proficient in software including Microsoft Word, Excel, Power Point, Project, & Visio

- Thorough understanding of web-based software technologies required
- Excellent interpersonal, communication, organization and documentation skills are required for this position
- Automated testing experience (Selenium) a plus