



# Example of QA Technician Job Description

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Our innovative and growing company is hiring for a QA technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for QA technician

- Measures parts for conformity within specifications
- Supports productions data collection systems
- Maintains SPC documentation
- Analyzes problems using root cause, failure mode and effect analyses techniques and determine corrective and preventive actions
- Pulls parts from warehouse and packages for dose audits and QE testing
- Manages the SAP QE Test Location and physical location
- Sends required equipment to be calibrated
- Review/approve raw materials or components for use in production
- Review the WFI Hoot Loop System Alarm Messages routinely
- Timely and accurately monitor and test work-in-process, finished product against specifications

## Qualifications for QA technician

- Conduct and facilitate internal and external quality audits, including but not limited to ISO
- Bachelor in science field OR a minimum of 3 years related working experience in a laboratory preferred
- Able to handle complex and technical laboratory procedures that require accuracy and attention to detail
- Minimum of 1 year in Quality Assurance, preferably in the biologics field

- Working knowledge of cGCP and cGTP a plus