



# Example of Quality Associate Job Description

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Our growing company is searching for experienced candidates for the position of quality associate. 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 quality associate

- Must be recognized by all levels of the facility as an expert in their area and be able to demonstrate leadership ability
- Ability to organize and communicate complex information that engages the audience
- Ability to articulate customer needs and incorporate into work product
- Ability to make routine decisions independently
- Ability to design experiments and draw meaningful conclusions from lab data
- Lead and support on-site audits and review of 3rd party audit reports / corrective action responses
- Perform compliance assessments related to aseptic fill operations, solid dosage operations, and laboratory functions Take appropriate actions during oversight activities to ensure adequate controls in relation to the level of product quality, safety, and business risks
- Lead complex investigation events and escalate action plans and product dispositions as warranted
- Provide leadership and quality team participation as assigned related to site initiatives and customer project teams
- Support Supplier Quality related activities, Supplier qualification and monitoring

## Qualifications for quality associate

- Successful development and implementation of a quality strategy for a commercial manufacturing operations environment
- Experience testing XML and Gateway/OAGI messaging, workflow alerts and notifications is preferred
- Knowledge and understanding of Global regulations pertaining to drug and device complaint management (eg
- Evidence of leadership skills coupled with good oral and written communication skills, effective presentation of concepts and ideas, interpersonal and conflict resolution skills
- Knows and applies the fundamental concepts, practices, and procedures of the quality engineering profession