



Example of Quality Assurance Assistant Job Description

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

Responsibilities for quality assurance assistant

- Handle receipts and credit card reconciliation and create expense reports
- Provide calendar management for Vice President his leadership team, where needed
- Manages and supervises the resources of the Quality Management Section
- Conduct quarterly and annual performance review of each employees and recommends retraining, lateral transfer, salary increase or termination
- Foster a food safety culture through open communication and education with plant manager, engineers, and employees
- Collaborate with plant management on implementation and ongoing improvements of the environmental monitoring program for both indicator organisms and pathogens
- Evaluate microbiological testing program, implement improvements and ensure testing is carried out according to the reference method, using proper technique and with appropriate interpretation of the resulting data
- Provide guidance in trouble-shooting food safety issues, that includes defining microbiological investigation protocols and conducting root cause investigations
- Lead quarterly Food Safety and Customer complaint meetings
- Identify and implement appropriate quality assurance testing policies and procedures

Qualifications for quality assurance assistant

- Experience in using network debugging tools like Wireshark, Charles Proxy
- Experience in of C++, C, Java
- Experience in using Agile tools (like JIRA, Greenhopper)
- Bachelor Degree, or Laboratory Technician or Pharmacy Assistant with broad knowledge of the pharmaceutical or Feed/Food industry
- Expert level skills with Microsoft Excel