



Example of Quality Assurance Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of quality assurance assistant. 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 quality assurance assistant

- Participate in Industry associations as it relates to food safety rules and regulations
- Clear communication between DC & office
- Upskill and educate teams to follow the corporate quality control processes
- Issues and incidents resolved, working with the given timeframe
- Accuracy of record keeping and measurable data
- Demonstrate an understanding of the Sainsbury's Values
- Implement processes, trackers and forms to improve the ways of working
- Provide timely information to stakeholders regarding compliance with suggested remedy
- Manage General Managers' electronic schedule to ensure efficient time management
- Prepare clear & well-written communications on behalf of GM, both within Volkswagen & with outside recipients, including VW Group as required

Qualifications for quality assurance assistant

- At least 5 years of Quality Assurance experience in a current Good Manufacturing Practices (cGMP) environment
- Experience performing batch record review and lot disposition is essential

- Experience managing complex manufacturing or testing investigations and quality events and issues
- Experience performing systems related internal and external audits
- Experience utilizing an EDMS or TrackWise quality management system is a plus