



Example of Quality Assurance Assistant Job Description

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Our company is growing rapidly and is hiring for a 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

- Identify non-conforming products and collaborates with local and regional QA to determine/document root cause(s) and corrective actions
- Support Planning in conversion of batches (rework, torn bags) and shelf life extension for manual consumption
- Act as site QC representative on matters related to GLIMS and coordinate with super-users from the QC labs
- Ensure base release linked with S environmental monitoring
- Coordinate with related cross function team such as MS, R&D, and local quality on risk assessment of non-conforming materials
- Attend daily meetings and update status of quality issues to TPM team
- Support developing and enhancing the governance and reporting structure
- Support preparation of reports for the Vendor Risk Management (VRM) Committee and the Risk Management Committee and act as a backup for the reporting analyst when the reporting analyst is unavailable
- Support initial risk assessment and Control Partner Assessments processes and ensure they are properly performed in reviewing New & Existing vendors by Performing QA's of all relevant risk assessments within agreed SLA's
- Support the process of Managing and updating Third Party Risk Management policies and procedures

Qualifications for quality assurance assistant

- Job requires Good Laboratory Practice standards and experience working in a GLP regulated research environment
- Experience with EN 15038 (ISO 17100) and/or ISO 27001
- Experience with ISO 9001 and/or other international standards and regulations
- Exceptional attention to detail the ability to see the big picture
- Demonstrated ability to anticipate the needs of leadership