



## Example of Quality Assurance Assistant Job Description

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Our company is growing rapidly and is looking to fill the role 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

- Manage the Quality Assurance reviews of Suspicious Activity Alerts, the filing of suspicious activity reports (SARs), the filing of Currency Transaction Reports (CTRs), performing Enhanced Due Diligence (EDD) on high risk customers, and monitoring and reviewing of OFAC screen results
- Identify and report key risk indicator (KRI) metrics produced from the quality assurance reviews
- Develop, create, implement and manage the internal BSA testing of the FCRM alert thresholds and overall tuning and optimization based on the strategy set by the Quality Assurance Manager
- Execute the Quality Assurance (QA) program through performance of QA reviews on the internal audit function
- Assistance may be needed for other work
- May utilize and/or operate material moving equipment, carts, and use some inspection tools including hand tools and precision devices
- Deal with a range of enquires from internal and external customers in a professional manner, establishing their requirements and adapting the standard responses accordingly
- Ensure that work is undertaken and documented in a regulatory compliant way and be prepared for regular audits and inspections, contributing to the development of the quality management system for the area of QA & RA
- Process safety reports, produce documentation, plan and organising meetings, take minutes and ensure any travel arrangements are made

## Qualifications for quality assurance assistant

- Hands-on experience in large scale software testing and release
- 4+ years consecutive experience in an administrative role supporting a Director or VP
- Bachelor's degree in Microbiology, Food Science, Biology, or Chemistry
- SQF Practitioner
- Food safety management experience
- Experience working in a lab environment, including the understanding of methods for monitoring for the presence of pathogens and spoilage organisms in foods and food processing environments and in the interpretation of the test results