



Example of Quality Assurance Associate Job Description

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

- Is knowledgeable of the regulations pertaining to the API industry, including but not limited to ICH Q7 and related guidance's, FDA regulations
- Through a quality system approach, ensure all GMP operations are in compliance, while maintaining an efficient workflow to facilitate operational excellence
- Along with the QA staff, be responsible for the release or rejection of GMP materials
- Responsible for executing QA operations required to assess, evaluate, and review operations on the floor (as defined above) against cGMPs and to assure real-time observation of activities, issue identification/ resolution including proper and timely documentation
- Provides continuous improvement ideas in the assigned area to recognize opportunities for improvement and drive change through the use of BIFI's Quality Systems
- May be asked to serve as a Subject Matter Expert for internal matters
- Creates and provides general, standardize and customized training to all employees including new hire, refresher and just in time training on minor enhancements
- Manage product complaint investigations, initiation through closure
- Provide high-level input as to the testing approach and methodology to be

- Develop, execute, validation and audit PCBA and System test packages for Setup Box products and related products

Qualifications for quality assurance associate

- Excellent oral and written communication skills with the ability to interact at all levels both internally and externally
- Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials, lifting objects weighing up to 20 lbs
- Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate reference books and manuals, lifting objects weighing 20-35 lbs
- Preference will be given to those with an Associate Degree or Bachelor Degree
- Must be a self-starter, able to work independently be part of a team
- At least 2 years of work experience with ISO 9001 or other Quality Management Standards (ISO 13485, AS9100, ..)