



Example of Quality Assurance Associate Job Description

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Our growing company is hiring for a quality assurance associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for quality assurance associate

- You will be involved in a variety of duties associated with the release of drug products to market and stability studies in accordance with GMP regulations
- Interface with suppliers and in-house production personnel to ensure effective corrective and preventive actions are implemented for recurring product/process discrepancies
- Electronic Document Control activities as assigned
- Provide training to personnel as assigned by supervisor
- Supports regulatory audits as required
- Conducts orientation training for new employees
- Ensures that all documents in ENNOV are maintained, administered accurately and remain current
- Archives completed documents and records
- Observes and supports all safety guidelines and regulations
- Identify defects by inspecting defective merchandise of apparel and non-apparel items

Qualifications for quality assurance associate

- Bachelor of Science or Associates Degree
- Strong verbal and written communication skills bilingual English/Spanish is a plus!
- To thrive in this role, you must have a "roll up your sleeves" mentality, take initiative and set high personal standards

- A minimum of 3 years relevant experience in the pharmaceutical/biotech industry
- Experience in deviations, investigation, determining root cause, and developing corrective action plans