



Example of Quality Assurance Inspector Job Description

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Our innovative and growing company is looking to fill the role of quality assurance inspector. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for quality assurance inspector

- Prepare and maintain the vendor/contractor site audit schedule
- Conduct vendor/ contractor audits as per the approved schedule
- Carry out pre-commissioning verifications and interface during punch listing
- Provide support to the discipline supervisors in coordination of technical queries
- Work closely with vendors/contractors and site personnel to ensure project compliance with the approved documents
- Attend weekly progress meetings with the project site personnel
- Attend daily/weekly progress meetings with contractors
- Provide input into standard for Approved Inspection Authorities (AIA)
- Ensure products are being rotated properly during daily slot checking, and communicate any problems with rotation to the stockers and/or supervisors responsible
- Monitor variance reports for accurate accounting of spoilage, warehouse damage, truck damage

Qualifications for quality assurance inspector

- Greet all internal and external customers in a friendly and efficient manner in order to ensure that proper customer service is maintained and customer satisfaction and organizational efficiency are enhanced
- Analyze, identify, and propose action to the solution of problems associated

- Reviews and assists Department Managers/Supervisors in developing quality checklists ensuring products and services are performed to customer satisfaction
- Interfaces and coordinates with government counterparts and other Departments to assure QMS/ISO standards are identified, tracked and met
- Coordinates with Department Managers/Supervisors and maintains the Performance Based Dashboards for the AFDP (Award Fee Development Plan) presentations