



# Example of Quality Assurance Representative Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking for a quality assurance representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality assurance representative

- Generates retirement proposals for internal wholesalers
- Runs quality control check on all outgoing paperwork for accuracy
- Processes and maintains all NIGO (Not in Good Order) paperwork until paperwork checklist is complete
- Works closely with Implementation team on a daily basis to enhance sales to service model
- Gathers case information using New Business systems to better equip internals for their outbound sales calls
- Develops relationships with internal stakeholders including External Wholesalers, Product Manufacturing, Implementation, Licensing, and Customer Service to make sure that business standards and expectations are met
- Communicate as required to receive and understand work assignments
- Responsible for quality and efficiency of all installations
- Properly identify (tag) customer property and equipment
- Follow standard operating procedures when operating ground support equipment (external power carts, hydraulic mules, hydraulic lift platforms, tow tugs, forklifts, compressed gas cylinders)

## Qualifications for quality assurance representative

- Do you have experience reading blueprints and structural drawings?

- Must be trained and proficient on CH-47 Chinook and/or AH-64 Apache Helicopters
- Must be able to obtain a Security Clearance for work on the RNLAF base, post hire
- Represent the client at the supplier's site and at subcontractor's shops when necessary
- Oversee tests and approve test reports produced by the supplier