



Example of Quality Assurance Representative Job Description

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Our innovative and growing company is looking for a quality assurance representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for quality assurance representative

- Work with Coworkers/Customers/Public for recommendation of program improvements or corrections
- Coordinate NBP and PDC to ensure product/service quality requirements are addressed including
- Has frequent communications with the Training dept
- Provide technical assistance to the SA/A in review of the daily summary of NTCSS Optimized OMA NALCOMIS baseline change reports
- Maintain liaison with contractors via the COR, NATEC, COMNAVAIRSYSCOM, ISSCs, and other field technical services
- Interfacing with the general contractor's Quality Control team
- Prepare Non-Conformance reports for all deficient work and work with the Contractor to correct the deficiencies
- Coordinating QA services with the Commissioning Agent
- Safety management encompassing reviews of the general contractor's safety program
- Review of submittals for familiarization (but not for approval)

Qualifications for quality assurance representative

- Three (3) years of experience performing maintenance on (C-12) King Air 200/300's and/or (UC-35) Cessna 560 aircraft
- Knowledge of Management of Quality Assurance (QA) technical process

- AA or other 2 year technical degree in related discipline and 3 years of related experience on the E2/C2 aircraft in a shop leadership and CDI capacity and be able to support operations IAW COMNAVAIRFORINST 4790.2
- Expert knowledge of the FairShare Plus program and all its many features/benefits
- Bachelor's Degree in a Science discipline preferred