



Example of Quality Assurance Representative Job Description

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Our company is growing rapidly and is hiring for a quality assurance representative. 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 representative

- Act as QA referent for a specific zone – make decisions regarding the continuous improvement of the area assigned (project, actions, change control, validation, procedures ,), perform housekeeping activities and be the privileged contact within designated zone
- Monitor, evaluate, and document General Representative calls, emails, and chats for quality without bias in accordance with the Quality Monitoring Policy using the applicable Quality Monitor Form
- Apprise Quality Assurance Coordinator of quality concerns when General Representatives do not meet expectations according to the Quality Monitoring Policy
- Support production floor operations or support group operations
- Oversee the batch release of raw materials
- Investigate out-of-specification or out-of-trend data
- Review and approve master formulas and production related protocols
- Review area procedures, drawings, change proposals, and deviations
- Approve operations procedures and drawings
- Approve Level 1 deviations and changes

Qualifications for quality assurance representative

- At least five years of experience in an OSP C4I role

usage as a work tool

- Must be able to get a CAC Card
- Certifications/Licensing as required by L-3 TACP Manual
- Certifications/Licensing as required by COMNAVAIRFORINST 4790.2 series
- ESD Qualified – As Required