



# Example of Quality Assurance Specialist Job Description

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Our growing company is searching for experienced candidates for the position of quality assurance specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for quality assurance specialist

- Facilitate and attend calibration sessions
- Performs other Quality auditing functions and/or other duties as assigned by the Manager
- Batch Record Review & material release to ensure compliance with GMP
- Monitor clients' condition and performance of duties by Home Care Aides
- Maintain all company and Illinois Department on Aging rules, regulations and standards
- Conduct home visits to new clients to welcome and review the Welcome Packet
- Observe and evaluate Home Care Aides in the client's home as directed by Supervisor, to assure client Care Plans are being followed
- Prepare and complete accurate home visit and home safety evaluation reports and case notes as needed
- Maintain schedule to assure timely completion of all assigned home visits
- Attend weekly branch meetings

## Qualifications for quality assurance specialist

- Associate degree in computer science or programming, electronics or A/V technology related field (or equivalent experience)
- Meticulous attention to detail and accuracy is a must

- Five years previous QA/Validation experience
- Knowledgeable in various analytical wet chemistry test and instruments