



Example of Quality Assurance Specialist Job Description

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

Responsibilities for quality assurance specialist

- Act as system administrator of quality coaching tools
- Monitor QA compliance on program and project quality control activities and related activities
- Perform internal audits on contract operations to ensure compliance with contract deliverables
- Conduct internal QA audits on project procedures and Project QCP activities
- Identify and follow up on nonconformities, potential nonconformities, and opportunities for improvement
- Support external quality related audits
- Facilitate and/or coordinate training on compliance with quality control activities to project staff
- Requires moderate direction to complete more complex tasks
- Analyze process problem situations by reviewing facts and creating solutions
- Complete tasks as assigned with minimal supervision and guidance

Qualifications for quality assurance specialist

- Living the values at Shire is a basic expectation for all Shire employees
- Minimum of 3 years experience working in the field of senior services, or a closely related social service
- CNA certificate and license preferred
- Must demonstrate strong interpersonal and communication skills

- Experience performing workflow analysis and recommending quality improvements