



# Example of Quality Assurance Specialist Job Description

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Our company is hiring for a 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

- Developing uniform and standard instructions, procedures and monitoring their proper implementation
- The research and writing of the policies, procedures and other related documents in compliance with established content standards
- The compilation of reports and maintenance statistics and compilation of weekly/ monthly reports for overall monitoring
- Formulating sampling procedures and designs, and developing forms and instructions for recording, evaluating, and reporting quality and reliability data
- The utilisation of statistical data techniques to monitor performance
- Developing and implementation of tracking and quality control systems, analysing, quality control, maintenance and other operational reports to detect and resolve problems
- Studying operations/process sequences, work flows, functional statements, organisational charts and project information to determine worker functions and responsibilities as they relate to quality
- Planning, promoting, and organising training activities
- Ensuring continuous improvement in all work-in processes (WIP), finished products and equipment
- Taking the necessary steps to control potentially unsafe or poor quality functions

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- Ability to work a flexible schedule, including evenings and weekends as necessary holidays
  - 2+ years of Manufacturing and strong Quality Assurance experience
  - Must maintain an expert level understanding of satellite system technology and processes
  - Bachelor's degree in technical discipline (Biology/Chemistry/Microbiology/Engineering or related field) with a minimum of 5-8 years of experience in Quality Assurance in a GMP related field within a biotechnology, biologics, or pharmaceutical manufacturing facility
  - Identifying, writing evaluating and closing Deviations and CAPA
  - Working knowledge of word processor and spreadsheet programs