



Example of Quality Assurance Job Description

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Our innovative and growing company is looking to fill the role of quality assurance. 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

- Responsible for reviewing and closing complaints in the TrackWise Complaint Database
- The review process will require the analyst to identify what was required to be included in the investigation and to determine what was completed to date
- The analyst will be required to write customer closure letters and will be required to interact with the Global Engineering and Service teams
- Managing complaints from initiation to closure, including identifying the type of investigations required
- Creating customer closure letters
- Working with the Global Service and Engineering teams to ensure accurate investigations are completed
- Monitor product quality through the performance of required visual and functional inspection
- Maintain a working knowledge of statistically based sampling plans and their applications
- May perform basic dimensional and/or visual inspection of assigned parts
- Use various measuring devices to ensure compliance with specifications

Qualifications for quality assurance

- Extensive domain knowledge of financial industry with expertise in product

- Bachelor's degree in relevant field and 8 years of relevant experience
- Knowledge of FDA regulations (21 CFR 820 and 21 CFR 210/211) and ISO13485 is preferred
- Experience with MasterControl is preferred
- Responsible for data entry/management of nonconformance/discrepancy activities