



Example of Quality Assurance Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of quality assurance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for quality assurance

- Perform periodic audits of manufacturing practices and local procedures
- Initiate and coordinate procedural changes in response to these audits
- Promote and actively participate in continuous improvement
- Review internal/external complaints in a timely manner
- This may include sample analysis, batch record review and historical trend review
- Use department databases to track and manage inspection workload and rejected products
- Writes and processes Non-Conforming Material Reports, as necessary, and manages inventory that is on hold for quality inspection
- Identify and report unusual quality conditions to Quality Department management employees for correction
- Initiate Incident Reports for non-conforming goods, out-of-specification processes, in process failures
- Perform and/or verify equipment calibration per established procedures and frequencies as directed

Qualifications for quality assurance

- Knowledge of GMP documentation and FDA desired
- Demonstrated attention to detail and accuracy required
- Basic software application skills (MS Office, Databases) required
- Minimum - 2 years of industry experience preferably in a GMP environment

