



# Example of Quality Assurance Job Description

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Our company is growing rapidly and is hiring for a quality assurance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for quality assurance

- Conduct destructive and non-testing to validate products performance to specifications
- Taking samples regularly
- Assist with Food Safety Training
- Maintaining current knowledge of SQF Code
- Comply with all food safety procedures, regulatory requirements and process efficiency
- Supports the Quality Lead for Deviations/CAPA as a Subject Matter Expert (SME) for the Baxalta Global Event Management Systems (GEMS, Current and Legacy systems)
- Supports GEMS process and closure of legacy Baxalta processes
- Supports GEMS and legacy Baxalta system metrics
- Responsible for supporting global event management processes and procedures (and others as necessary), by working with cross-functional working teams to develop and deploy CAPA processes that are standardized across and leverage best practices for business efficiency
- GEMS Expertise Council related to Legacy Baxalta GEMS that is comprised of Network Event Coaches from each of the Network Event Review Boards (Plasma, Recombinant, Small Molecule, BioLife, and Distribution)

## Qualifications for quality assurance

- Excellent negotiation, problem solving and prioritization skills
- Ability to work in a team, both in person and remotely and across various departments
- Role requires some travel (approximately 10%)
- Ability to assess and analyze data and create reports and PowerPoint presentations analyzing various data sets
- Detailed knowledge of credit reporting policies and procedures and functions a plus