



# Example of Quality Auditor Job Description

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Our company is looking for a quality auditor. 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 auditor

- Recognizing of nonconforming materials
- Audit, identify and quarantine suspect products and notify appropriate areas in a timely manner to keep lines from shutting down
- Use various measuring instruments such as gauges, torque wrenches or other inspection tools to determine compliance with established specifications
- Ability to read Bill of Materials (BOMs)
- Experience using CMM
- Document, record and file inspection results
- Take record of environmental monitoring devices
- Prepare for and perform audits of DC Power Systems engineering specifications based on customer requirements and standards
- Prepare for and perform installation quality audits of physical DC Power Systems and associated job documentation
- Prepare detailed report substantiating audit non-compliances

## Qualifications for quality auditor

- Required to be a US Citizen
- Required to possess a Secret Security Clearance
- Training in quality control methods desired
- Knowledge of automotive systems and components desired
- 5 or more yrs

