



Example of Quality Auditor Job Description

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Our company is growing rapidly and is hiring for a quality auditor. 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 auditor

- Sample audit
- Product project audits during industrialization phase
- Assist with all audit of clinics and security
- Attends departmental/assigned site, team, and provider meetings as needed
- Completing audits of process control documentation in full and in accordance with company procedure and customer specifications
- Completing daily quality panels and taste panels with the production and larger management teams
- Assisting in the completion of the site calibration schedule for temperature probes, scales and other devices
- Inspect dealer returns to ensure that they are properly identified and also conform to all specifications
- Ensures that all vendors receive and complete the Vendor Information Packets (VIP's) in a timely manner
- Reviews information submitted by vendors to ensure that their programs meet the DFA Quality Expectations for vendors

Qualifications for quality auditor

- Summarize & communicate audit findings and document in LS&CO
- Strong understanding of key regulations and risk impacts within Loan Servicing

- Must be able to work assigned shift(s) with overtime as required to complete assignments if necessary
- 2+ years of work experience in the Quality organization of a Medical Device and/or Pharmaceutical company
- Bachelor degree in business administration or evidence of exceptional ability