



# Example of Quality Control Supervisor Job Description

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Our company is looking for a quality control supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality control supervisor

- Determines and distributes work assignments/priorities
- Communicates testing priorities and distributes work assignments to staff
- Ensures that all testing/assays performed by laboratory staff are timely, compliant and validated for accuracy
- Performs data review/auditing of analytical results produced by laboratory
- Leads, manages and/or participates in the investigation of non-conformances in compliance with quality procedures, policies and regulations
- Provides input on revisions and review of departmental procedures and documents (SOP's, STM's, QBR's, URS)
- Ensures adequate training (skills-based, cGMP and Safety) of employees within department, to support production needs
- Provides technical QC expertise at site, within and outside of department, in area of specialization
- Acts as primary contact for manufacturing, quality groups and other departments at designated site(s)
- Assigns work, provides feedback and coaching, and takes necessary disciplinary actions, with management review

## Qualifications for quality control supervisor

- Exposure to ERP and WMS systems, such as Red Prairie, BaaN, SAP, and J.D
- Knowledgeable in HACCP, GMP's, MSDS now SDS CFR, and other state and federal regulatory requirements

- Employs a methodical approach
- Gives feedback at soon as possible after the event, and provides constructive comments and specifics for development