



# Example of Senior Quality Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of senior quality specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior quality specialist

- Work with teams (internal and external) to collect necessary information to ensure the Mobile product delivered is of high quality
- Work with the team to create automation test suite for build validation in a continuous delivery
- Reviews both financial and non-financial inforce transactions of moderate complexity that have been completed for file and are pending for quality review in AWF using systems such as SSF, RUMBA, and/or Cyberlife
- Reviews inforce transactions, to ensure it is processed in accordance to company stated guidelines, procedures, and the customer's request
- Informs the processing representative and applicable manager of errors and provides feedback and/or procedures on how to correct the item, if an item is processed incorrectly or missing requirements
- Maintains a strong working knowledge of administrative systems, products, and procedures by regularly reviewing procedural updates, seeking continued education, and collaboration with peers and business partners
- Participates in special projects as assigned by the Experience Improvements Manager, such as working on cross-departmental teams to identify and implement process improvements
- Providing guidance on medical device design controls requirements to product development teams and cross functional team members
- Contribute towards the development of retrospective and prospective Design History Files

## Qualifications for senior quality specialist

- Ability to successfully communicate within all levels of management
- Minimum of five (5) years experience with B.S
- Previous experience in quality control/quality assurance
- Strong clinical/technical acumen
- Strong multi-task & situational management
- Must be capable of interfacing with senior level health care executives and be able to resolve complex customer service issues