



# Example of Senior Specialist, Quality Assurance Job Description

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Our company is looking to fill the role of senior specialist, quality assurance. 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 senior specialist, quality assurance

- Schedule, lead, and/or participate in the quarterly Site Management Review and documents outcome
- Perform trending analysis related to quality systems and generate associated reports for quality and site management as required
- Draft, review, revise, approve, and authorize procedures, work instructions, protocols, validations, specifications, and qualifications
- Investigate non-conformances as they pertain to the manufacturing and testing of pharmaceuticals and medical devices
- Drive continuous improvement of site quality systems
- Coordinate and perform the drafting of Quality Agreements with suppliers of materials/services and with customers
- Work with global quality team to gather complaints records, input into Track Wise system and support global quality team to perform investigation per corp
- Performance management of QA Specialists assigned to the projects over which he/she has QA management responsibility
- Manage and mentor QA Specialists in the execution of their tasks & responsibilities
- Represent QA at interdepartmental meetings

## Qualifications for senior specialist, quality assurance

- At least 8-10 years of experience in QA, with focus on bioanalytical, (FDA) and agrochemical (EPA)
- Ability to estimate LOE for test development, test execution, and other test activities
- Quickly earns the respect and trust of other developers
- Computer Science or similar degree or appropriate experience that would make the candidate effective in this role
- Familiarity in an automation framework and automated testing tools