



Example of Specialist Quality Assurance Job Description

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Our company is growing rapidly and is looking to fill the role of specialist quality assurance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for specialist quality assurance

- Set and spearhead clear process improvement plans
- Collaborate with the Quality Assurance and Training Manager to develop an effective quality monitoring program
- Provide QA training to the Assessors, Monitors, and the QA staff in order that quality actions are incorporated into their daily practice
- Participate in the development of project goals and objectives, and monitoring achievement of those goals
- Examine data for outliers and research such cases
- Develop/complete reports that track and trend activities/outcomes
- Acts as an advisor to staff on all QA and Compliance issues related to the OPWDD Assessment project
- Participate in departmental administrative tasks related to handling and processing complaint and fair hearing requests
- Develop and implement corrective action plans
- Perform other duties as may be assigned by the QA and Training Manager

Qualifications for specialist quality assurance

- Must be client focused and customer service driven
- Computer experience - Microsoft Word and Excel
- Must have a valid driver's license, auto insurance and reliable, personal transportation

requirements

- Experience testing hardware to ensure proper operation and freedom from defects
- Experience documenting and working to resolve all problems and reporting progress on problem resolution to management