



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. 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 specialist quality assurance

- Monitoring the work environment to make sure it remains safe, secure and well-maintained
- Evaluating progress against plans and adjusting as needed
- Establishing a worker reward/ recognition process
- Providing constant quality awareness and feedback
- Develop and improve processes in line with the regional BMS and local requirements
- Plan, manage and perform audits within the region according to the audit plan for the Region
- Follow-up & close out for internal / external audit findings (follow up and close corrective actions)
- Supplier quality management, reviews and audits (3rd party control)
- Quality support for distributor management
- Support local Business Units and cross-functional teams in ensuring compliance to processes and procedures

Qualifications for specialist quality assurance

- Working knowledge of MS-Office, including Excel, PowerPoint, Word, Outlook
- Active DHS EOD or ability to successfully complete DHS suitability

- Must have good word-processing skills and familiar with office software, MS Word, Excel, Power Point
- Ability to conduct audits within testing laboratories
- Specific vision requirements including reading of written documents