



Example of Specialist Quality Assurance Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of specialist quality assurance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for specialist quality assurance

- Provides a summary of all findings and documentation to management daily
- Participate in customer meetings related to product quality issues and concerns
- Interact with the materials group and external raw material suppliers on quality issues
- Conduct tool and gauge calibration activities for both internal and external calibration
- Through independent audit of product and procedures identify nonconformance and systemic failure, recommend corrective/preventive action, assure containment of at risk product and exercise stop work authority
- Assist in the training of personnel in company processes, Standard Operating Procedures, product specifications, customer requirements and lead Certified Quality Operator program
- Conduct receiving inspection activities verifying raw material compliance to specifications and engineering drawings
- Conduct in-process and final product inspection activities
- Conduct internal audits across the site in support of the ISO 9001 requirements
- Provide guidance and training to manufacturing and other functions in implementing good documentation practices

- Seven (7) years of professional quality assurance/control experience on large/complex transportation systems
- Experience in laboratory, manufacturing, information/automation systems, or technical support, and interpretation and application of GMP Validation expectations
- Must have strong analytical skills in order to develop and recognize appropriate action plans and how they will impact operations and compliance
- Evaluate software and hardware requirements, and make decisions related to the system selection and support process
- Requires knowledge and experience in the Quality Assurance discipline and solves a range of straightforward problems
- Expresses views and ideas at the right time while actively encouraging team members to make suggestions and share ideas