



Example of Specialist Quality Assurance Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of specialist quality assurance. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for specialist quality assurance

- Identifies improvement opportunities and acts as a change agent for departmental/enterprise initiatives within assigned area(s) of responsibility
- Performs and delivers on routine assignments with expertise, and proactively seeks cross training and or new initiatives
- Represents the interests of assigned area/team on basic projects assigned by management including technical, procedural and IT related
- Proactively develops analysis and metrics for assigned area(s), identifying areas for focus and improvement
- Provide coaching and quality feedback to individuals and their leaders
- Develop individualized plans for improvement when and where needed
- Conduct quality monitoring and deliver timely and helpful feedback to trainees
- Responsible for reading and interpreting documents to review work for quality
- Identify and drive improvements in procedures to increase clarity, efficiency, consistency or to document new processes
- Redirect self and team quickly to changes in direction or priorities

Qualifications for specialist quality assurance

- SAP/Trackwise system experience
- Understanding of Quality Management Systems for drugs, devices, biologics

- Energy, self-motivated, proactive and endurance to stay focused on the task at hand and thrives on the challenge
- Appropriate qualifications
- Knowledge of a European language or languages would be desirable
- Good understanding of Microsoft tools, knowledge of SharePoint (Hub)