



Example of Specialist Quality Control Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a specialist quality control. 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 specialist quality control

- The Specialist's main focus will be providing Compromise Account Servicing to Preferred Banking clients whose accounts have been compromised
- Maintain strong knowledge of all underwriting guidelines internal policy and procedure
- Have a strong customer focus and ability to work collaboratively with internal customers and clients
- Determining if the risk score/risk rating is appropriate based on the information in the KYC file
- Maintain the QA matrix spreadsheets for each program by assessing internal and external sources for defects (Warranty, Dyno Testing, First Time Capability Issues,) the upkeep of these matrices will include 4M analysis, cost, frequency, detection point and severity assessments project tracking for each issue and/or defect mode
- Gain working knowledge of the QC and QM 7-step problem solving processes and be able to teach these techniques to team members, work with the Autonomous Maintenance, Preventative Maintenance and Production teams to attack machine related quality defects using the QM 7-steps
- Document and maintain reports on overall customer support requirements and satisfaction
- Monitor site parcel shipment reports to ensure timely delivery to the end customer per established standards

- Adhere to established methods to document and report performance results to the Government

Qualifications for specialist quality control

- Must be willing to work overtime evening, weekend, and holiday hours
- Experience with electronic document management systems
- Ability to work regular
- Minimum 1 year experience in General Accounting functions (including Accounts Payable)required
- Proficient knowledge of MS Word and Excel required
- Thorough understanding of the mortgage sales and underwriting processes, operational procedures, and a working knowledge of all programs and products offered is required