



Example of Specialist Quality Control Job Description

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Our company is growing rapidly and is looking to fill the role of 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

- Implement gage certification and gage control program
- Develop structured rework program
- Verify identification via photograph
- Respond to crisis as needed and respond appropriately to emergencies including contacting appropriate staff, being available on weekends and evenings for crisis intervention if needed
- Monitor quality of services and documentation to make certain that all internal and external quality assurance measures are met and prepare related performance and quality improvement reports
- Liaison with client providing post-release services and/or assigned child advocates, as necessary and directed
- Liaison between agencies and client's specific needs
- This position requires flexibility and the ability to work independently, excellent organizational skills and requires strong professional and interpersonal communication skills
- Interacts with QC laboratories and Sample Management groups to prioritize result reporting, cross checks SOPs and protocols to ensure all results are available per appropriate timelines
- Generates controlled test records as requested

Qualifications for specialist quality control

- BS/B.A or M.S in Biology, Biochemistry, Chemistry, Engineering, Microbiology, Virology or other associated field
- Performs varied, often complex, administrative tasks involved in checking and verifying files, work, and information submitted by other Employees, vendors, or Customers
- Performs work that occasionally requires originality and innovation, but usually falls within standard policies and procedures
- Evaluates assigned files to detect possible fraudulent activities
- Takes appropriate primary action and elevates files with suspected fraudulent activities to supervisor or specific departments as appropriate, often with analysis and recommendations