

Quality Assurance Specialist Job Description

Duties and Responsibilities:

- Draft assurance policies and procedures
- Interpret and implement quality assurance standards
- Evaluate adequacy of quality assurance standards
- Devise sampling procedures and directions for recording and reporting quality data
- Review the implementation and efficiency of quality and inspections systems
- Plan, conduct, and supervise test and inspection of materials and products to ensure quality is maintained
- Take record of internal audits and other quality assurance activities
- Investigate customer complaints and non-conformance issues
- Collect and compile statistical quality data
- Analyze data to identify areas for improvement in the quality system
- Develop, recommend, and monitor corrective and preventive actions
- Prepare reports to communicate results of quality inspection activities to management
- Determine the training needs of staff and organize training interventions to achieve quality standards
- Coordinate and support on-suite audits conducted by external providers
- Evaluate corrective actions
- Monitor risk management activities
- Responsible for document management system
- Assure ongoing compliance with quality and industry regulatory requirements
- Prioritize work and meet deadlines
- Recognize and maintain the confidentiality of all materials in the work setting.

Quality Assurance Specialist Requirements – Skills, Knowledge, and Abilities

- Education and Training: The quality assurance specialist job requires a bachelor's degree in any of computer science and business administration, or in other relevant course
- IT Skill: Quality assurance specialists have strong computer skills, including Microsoft Office and databases
- Communication Skill: They must have an excellent verbal and written communication skill
- Teamwork Ability: They must have the ability to work with a certain group of people in the quality assurance services like the manager, supervisors, engineers, and developers towards propelling the organizational needs.