

Quality Control Auditor Job Description

Duties and Responsibilities:

- Assess whether a firm is in compliance with quality control procedures or not
- Coordinate auditing teams
- Ensure excellent communication between teams and internal management or clients
- Perform extensive travelling to meet and work with clients in various locations
- May also travel if the company has widespread facilities
- Touch, taste, or smell when doing audits on food or performing food inspection
- Examining the procedures that the production process consists of
- Calibrating and inspecting auditing tools, such as calipers, scales, and other testing equipment
- Supervise teams of inspectors and participate in quality control audits themselves
- Create testing parameters that meet the company's needs
- Write assessments of accepted and rejected products after testing is complete
- Pinpoint with accuracy issues in documentation, sourcing, and data quality through review
- Read, analyze, and interpret existing data and documents for accuracy and completeness
- Ensure and oversee compliance with federal, state, organizational, and other guidelines and laws
- Develop new ideas for data scrubbing, new policies, training, or other methods to solve data quality concerns
- Assist in the development of audit schedules and plans
- Assist the audit team in creating audit reports; present audit reports to top management, as needed

- Give a helping hand with follow-up audits, when the need be
- Be prepared to develop internal auditing/testing parameters when asked to do so.

Quality Control Auditor Requirements – Skills, Knowledge, and Abilities

- Possession of a Bachelor's degree
- Two or more years of internal auditing experience is desirable
- ASQ certifications, Black or Greenbelt certification strongly desired
- Strong knowledge of quality control procedures
- Strong ability to effectively manage working time
- Should possess a thoroughly developed analytical skill set
- Must be a detail oriented individual
- Possess strong problem solving and analytical abilities
- Must have solid experience with auditing tools such as Ishikawa diagrams, control charts, etc.
- Must have an exceptional presentation, listening, and communication skills
- Must be able to work smoothly with people of all levels of the organization
- Should be able to work as part of a diverse team of auditors and independently
- Ability to communicate fluently orally with a wide variety of auditors is important
- Must be able to regularly use email and phone for communication
- Great vision and hearing is vital for normal conversations, receiving information, and doing inspections
- Must be able to remain in a stationary position for about 60% of the time
- Have the ability to move about the office while performing job role around the company
- Must be computer literate and be able to use it for long hours
- Review logs/reports while sitting for extended periods is crucial
- No heavy lifting is expected, although occasional lifting of roughly 20lbs of force may be required

- Possess good manual dexterity to use common office equipment to run daily activities
- Ability to performed job indoors in a traditional office setting.