

JOB PROFILE FORM

QA Specialist

HIRING PROFILE**Job Responsibilities**

Describe the job role and the day to day tasks involved.

We are looking for a detail-oriented quality assurance specialist to be in charge of all quality assurance activities. The quality assurance specialist's responsibilities include developing and implementing quality assurance policies, conducting tests and inspections, identifying production, process, or product issues, and presenting solutions.

To be successful as a quality assurance specialist you should be incredibly thorough and able to help our company maintain the highest quality standards. Responsibilities will include:

- Preparing and implementing quality assurance policies and procedures
- Performing routine inspections and quality tests
- Identifying and resolving workflow and production issues
- Ensuring that standards and safety regulations are observed
- Addressing and discussing issues and proposed solutions with your manager
- Documenting quality assurance activities and creating audit reports
- Making recommendations for improvement
- Creating training materials and operating manuals.

Qualifications

Describe the qualifications the staff must have in terms of skills and capabilities

- High school diploma/GED required
- Degree preferred
- Certificate in quality assurance is a plus
- Previous experience in quality assurance or a similar field
- Working knowledge of tools, methods, and concepts of quality assurance
- Solid knowledge of relevant regulatory standards
- Good communication skills, both verbal and written
- Excellent data collection and analysis skills
- Strong attention to detail.