



<https://ebizdocs.com/job/quality-assurance-associate/>

Quality Assurance Associate

eBizDocs

POSITION OVERVIEW

The Quality Assurance Associate will be responsible for validating quality processes by knowing product specifications and quality attributes. Individual needs to have basic computer knowledge. Fully understand client specifications. Ensure compliance and regulations are being followed and document quality/standards meet client's request. Ensure compliance and regulations are being followed including HIPAA, FERPA, Sarbanes Oxley.

Job Location

85 Broadway, 12204, Menands, NY

Date posted

June 20, 2023

ESSENTIAL RESPONSIBILITIES/DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Excellent organizational and communication skills.
- Thorough knowledge of methodologies of quality assurance and standards.
- Excellent organizational skills and ability to keep track of details.
- Images are electronically and physically verified through each step of the document conversion process to ensure that images are accurately captured, meet quality standards and indexed for searching according to individual customer requirements.
- QA checks output during imaging and indexing to ensure 100% accuracy and readability.
- QA includes methods for flagging bad images and the ability to explain why or how images should be rescanned or deleted.
- QA is responsible for the final deliverable of product to customer in a timely manner

REQUIREMENTS/QUALIFICATIONS

- High school degree or equivalent
- Proven experience as a quality inspector or relevant role.
- Keen eye for detail and a results-driven approach
- Responsible and trustworthy
- Reading at a 9th Grade level +
- Working knowledge of MS Office
- Willingness to learn
- Excited about being part of a team

Job Benefits

- Flexible schedules
- Medical Insurance
- Dental Insurance
- 401k with a 6% Match
- Profit Sharing
- 1 week PTO
- 1 week sick