

## **JOB DESCRIPTION AND GENERAL REQUIREMENTS**

**JOB TITLE:**    **QUALITY ASSOCIATE**

**OVERVIEW:**

- Receiving inventory into GP and QC Access DB
- Transfer inventory out of QC to WIP/FG
- Manage CEI inventory including GP transfer back to QC
- Process non-FFR related RCA's
- Monitor instrument returns to suppliers for rework/repair
- Review and approve Quality Records (QR's)
- Track and trend SISO kit returns (SISO log book)
- Assist in MRB activities
- Assist with inspection of instruments, implants, and trays
- Assist with torque handle calibration program (send and receive)

**BACKGROUND & REQUIREMENTS**

- Associate degree or higher - technical degree preferred
- Experience in a regulated work environment required – experience in a quality role preferred

**KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent communication skills; written and oral
- Self starter who can work with minimal direction
- Working knowledge of PC's pertaining to file management, word processing, database and spreadsheet software programs
- Experience with Microsoft Great Plains a plus
- Experience working under FDA QSR's and ISO 13485 highly desired
- Strong detail orientation and technical aptitude
- Proven record of dependability
- Lifting boxes up to 30 lbs.

**Interested candidates can submit their resume to  
Lisa Rinehart at [lrinehart@spineology.com](mailto:lrinehart@spineology.com) .**