

## Quality Control Specialist/Administrative Assistant

**POSITION REQUIREMENTS:** Minimum HS diploma, preferred BS. Must have minimum of 5 years experience in data base quality control, designing and maintaining database procedures. Must have experience with Windows, Microsoft office and database management software language- SQL. Must have excellent writing skills and report preparation skills.

**POSITION SUMMARY:** The QC Specialist will support active SDC projects with quality control manual edits, computerized edits, research of technical manuals and publications, and perform and assist in technical writing of special analysis reports assigned. The Technical Analyst / QC Specialist will also develop and maintain quality control / quality assurance plans for each SDC project and perform documentation updates on all current databases and on new databases to be designed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

\*Key responsibilities are bolded

1. **Perform quality control edits (manual and computerized) on data before and after data entry.**
2. **Assist Data Analyst in database research and technical manual research in preparation of assigned special reports.**
3. **Develop and maintain the quality assurance / quality control (QA/QC) plans for applicable SDC projects.**
4. Develop methodology to improve computerized data edits.
5. Prepare memorandums to address errors that are received from the field data collectors.
6. Assist in a requirement analysis for new system databases to be designed.
7. Document all aspects of ADS operation including database, software programs, and output reports in accordance with documentation standards.
8. Performs monthly price checks for parts using FEDLOG.
9. **Create and modify documents using Microsoft Office.**
10. **Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.**
11. Maintain hard copy and electronic filing system.
12. Sign for and distribute UPS/Fed Ex packages.
13. Research, price, and purchase office furniture and supplies.
14. **Coordinate and maintain records for staff office space, phones, company credit cards and office keys.**
15. Make travel arrangements as needed.
16. Support staff in assigned project-based work.
17. Perform other duties as apparent or assigned.