

Jr. QA / QC Analyst

The Jr. QA/QC Analyst's primary role is document review and document / file consolidation and organization in support of certification procedural analysis. The Jr. Analyst also plays a supporting role in related projects. This is a part time position for approximately 10 hours per week.

Key Responsibilities:

- Document review, classification, and organization
- Data source identification and collection
- Various administrative tasks
- Combine and create process / procedural documents.

Qualifications:

- Actively pursuing a degree in a business- or science- related field.
- High proficiency with basic productivity tools and software, e.g., Google Suite, MS Word, Excel, PowerPoint.
- Strong analytic, quantitative, and reasoning skills.
- Strong writing skills (sentence structure, grammar, punctuation.)
- Strong detail oriented approach.
- Ability to synthesize innovative ideas within project constraints.
- Strong willingness to learn, grow, and make a meaningful contribution to the company.

VSolvit LLC is an Equal Opportunity/Affirmative Action employer and will consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.