

Job Title: Quality Assurance Consultant

Business section: SkillSet

Hours of work: Ad-hoc

Location: Office / home based

Job Summary:

Here at SkillSet, quality is at the heart of everything we do. This is why we align all of our business processes to the ISO 9001 standard.

We are looking for a QA consultant to work with us on an ad-hoc basis, who can proof read and QA our training output for client projects. Ideally, we are looking for someone with a proof-reading background, with excellent written English skills.

Working closely with the design team, you will be responsible for ensuring the quality of our learning content. You will be expected to identify errors such as misspellings, typographical errors, misnumbering or mislabelling, word usage, grammar, punctuation, identifying deviations and checking for conformity, clarity and consistency.

Essential Experience Required:

- Proven experience in QA / proof reading.
- Personal commitment to quality and a proven track record of high-quality delivery.

Essential Skills Required:

- Excellent English language skills.
- Proficient in Microsoft Office.
- Ability to work under pressure and adhere to deadlines.