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# Example of Assurance Manager Job Description

Our company is growing rapidly and is hiring for an assurance manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assurance manager

* Enhance and/or develop, implement and enforce Quality Management policies and procedures of the organization by way of systems and other means that will improve the overall operation of the Company
* Providing support within projects and bids to deliver product assurance documentation
* Managing the customer approval process for Materials, Processes
* Ensuring product configuration documentation is updated at key milestones
* Chairing internal and external non conformance review meetings
* Participating in Design, Manufacturing ,Test and Delivery Readiness reviews
* Supporting the Technical Lead to ensure that Technical Problem Reports are resolved and the solutions are adequately documented and implemented
* Responsible for implementing and managing the project Quality Control Program at site
* Ensure full implementation of, and compliance to approved Inspection and Test Plans, including associated contract specifications
* Ensure all materials and equipment used for the permanent installation works are fully approved and meet the contract/agreed specifications

## Qualifications for assurance manager

* Degree in Science, Food Science to Masters level ideally
* A minimum of 5 years in a large Dairy, Food or Pharmaceutical company with relevant experience in Quality Assurance, Food Safety & Process Improvement in an operational environment
* Aptitude for operational processes, working with cross- functional teams, Lean and continuous improvement
* Experience in Auditing and facilitating Corrective Action, preferably in a Dairy / Food production environment
* Computer literate (Microsoft Office suite & a working knowledge of SAP)
* Strong communications with multi-functional stakeholders