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# Example of Assurance Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of assurance manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assurance manager

* Develop, document, and implement inspection criteria and procedures
* Monitors and evaluates the effectiveness of all areas of project operations and reports issues to project and unit management
* Responsible for the Compliance portion of the monthly DOH report that is presented to the Director of Quality and the Client
* Schedule and provide ongoing staff training regarding quality and compliance topics- (ISO, privacy and security)
* Manages Problem Correction System
* Provides ongoing leadership and support in maintaining and continually improving of site Quality Management System (QMS) and processes inclusive of food safety / contact & Medical Device / Pharma GMP’s, as required
* Ensures that site QMS is in compliance with RRD QMS requirements, including Quality Task Tracker and Quality Metrics reporting
* Informs site Management of significant or potentially significant quality issues, and facilitates effective root cause analysis and corrective/preventive actions to reduce or eliminate errors
* Monitors and measures trends in QMS processes, including GMP Quality Metrics
* Collects and submits quality task tracker and quality metrics data for the site, on a monthly basis, and issues a report to the Platform Quality Lead

## Qualifications for assurance manager

* Familiar with timeshare contract standards
* California Real Estate License required prior to start date
* SDLC and systems validation experience strongly preferred
* 12 years’ experience in related Quality Control and Assurance activities, and 5 years of these at Management Level
* 3 years GCC experience
* Bachelor’s degree in Animal Science, Food Science, Biological Science or related fields