Downloaded from <https://www.velvetjobs.com/job-descriptions/director-quality-systems>

# Example of Director, Quality Systems Job Description

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

## Responsibilities for director, quality systems

* Manages and provides oversight of Acorda’s QMS to ensure that the Quality Systems are in compliance with applicable GxP regulations and company procedures
* Manages QA associates involved in computer systems validation and implementation and operation of electronic quality management systems, including document management and learning management systems
* Leads and manages QMS cross functional teams to identify issues or gaps and to direct appropriate corrective and preventative actions as needed
* Performs periodic review and audits of the QMS to document and report gaps and risks
* Functions as the Business Owner for the Acorda electronic document management system
* Responsible for quality oversight in the area of GxP document management and retention
* Collaborates and provides quality oversight of third parties contracted to perform any functions in support of the GxP regulated validation projects
* This individual supervises a team of associates in the Quality Assurance department
* Develops and implements a risk-based audit programs that meet regulatory requirements
* Drives the development and continuous improvement of compliance initiatives

## Qualifications for director, quality systems

* The ability to combine business needs with functional objectives is required
* Expert knowledge in global GxP compliance regulations governing clinical development activities is required
* Expert knowledge in global GCP compliance regulations governing clinical development activities, and thorough knowledge of worldwide GxP regulations is required
* Experience in operational activities in a compliance environment is required
* Expert knowledge of quality and risk management terminology and proficient knowledge of scientific terminology required
* Bachelor’s degree from an accredited university in Nursing, Healthcare Marketing or Public Health required