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# Example of Manager, Quality Assurance Job Description

Our growing company is looking for a manager, quality assurance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, quality assurance

* Conducting regular QA audits of design and construction contract performance relative to the established policies, procedures and contract requirements
* Reviewing CM performance in resolving Non Compliance Report (NCR) items
* Reviewing corrective action status and open QA issues prior to contract closeouts
* Preparing and reviewing QA compliance reports to ESA management, MTACC management and various funding partners including the Federal Transit Administration
* Participating in construction contract progress reviews and operations Readiness Reviews to verify compliance with QA procedures
* Providing training to CM staff in the established QA procedures and requirements
* Maintaining logs of QA “lessons learned” and communicates and distributes to design and CM teams
* Maintaining and enhancing QA policies and procedures based on “lessons learned” and implementation experience
* Maintain an understanding of current ISO and aerospace requirements
* Coordinate and direct site’s participation during regulatory (FAA, and FM) compliance audits

## Qualifications for manager, quality assurance

* 5+ years of experience performing, testing and maintaining the quality of a complex software product
* 3+ years of experience as a QA manager with a proven track record of completing projects to specifications while dealing with challenges and constantly evolving requirements
* Build systems, SQL, JSON, code coverage, and JIRA experience
* A College or University degree in Computer Science and/or relevant proven work experience is required
* 8 years of industry experience and a minimum of 3 years of management experience
* 4-5 years QA experience, including management