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# Example of Manager, Quality Control Job Description

Our company is searching for experienced candidates for the position of manager, quality control. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, quality control

* Effectively manage and develop the team’s performance, maintaining a high standard of communication through team briefing, consultation, employee reviews and one to one discussions
* Develop and maintain an effective quality control program to ensure services are performed in accordance with base contract and task order PWS/ award documents
* Develop site/task specific quality control plan for each task order within the program to ensure compliance with task order requirements
* Implement systems to identify, track, report, and reduce or eliminate non-conformities
* Conducting regular surveillance and periodic internal audit as per the established audit schedule
* Coordinates investigations and tests
* Recommend, initiate, implement, and verify solutions for continuous quality and process improvement
* Terminate the processing, delivery, and/or use of non-conforming items, until proper disposition of material or rectification of deficient conditions has occurred
* Tracks and analyzes PPM for all customers of the business unit
* Maintains time, and pay records

## Qualifications for manager, quality control

* Manage Stability Program
* Establish a process for measuring translator/linguist work output and quality against the performance standard
* Establish and implement a process for ensuring transcription accuracy and completeness
* Establish, execute and maintain a process for ensuring translator/linguist vetting requirements (e.g., drug-free, background checks, and acceptable polygraph testing)
* Perform periodic quality control inspections on linguist products (translation and transcription)
* Responsible for establishing and executing quality control plans at the task order level