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# Example of Manager, Quality Systems Job Description

Our innovative and growing company is looking for a manager, quality systems. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, quality systems

* Coordinate external audits (Corporate, External Regulators, FDA, and Notified Bodies) of the quality systems and other compliance activities
* Interpret Existing or New Regulatory Requirements as they Relate to Company Products/Operations and Procedures, Testing, Records, to Ensure Ongoing Compliance
* Conduct Internal Audits of QC Lab, Operations, Manufacturing, Labeling, , and External Suppliers
* Support Quality IT function to ensure compliance needs are addressed, Quality team is appropriately represented and IT platforms are designed with quality in mind
* In conjunction with other lead auditor, audit internal Del Monte facilities
* Work as an administrator of Quality module in SAP
* Work in partnership with R&D and QA in writing and reviewing technical specifications and ensure consistency and accuracy
* Deliver, maintain and control issuance and maintenance of QA policies, procedures, formulas and specifications on QA team site
* Responsible for assuring customer documentation requirements are completed and requests are analyzed, gaps are identified and addressed in a timely manner
* Responsible for ensuring standard systems and processes are in place to support the Americas External Manufacturing organization

## Qualifications for manager, quality systems

* Bachelor degree in science, engineering, quality or other technical field
* Auditor Certification, such as ASQ CQA, is preferred
* MS Office Software, Minitab, Data Base Management and Basic Statistical Technics Expertise, Troubleshooting Methods, 8D’s
* Undergraduate degree in food science or a related technical field is required
* Minimum of 8 - 10 years of food industry quality plant/systems experience with demonstrated achievement in Quality leadership
* PC skills, work processing, spreadsheets, project management