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

# Example of Manufacturing Quality Job Description

Our company is looking for a manufacturing quality. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manufacturing quality

* Compiles and reviews Manufacturing executed and pre-executed batch records in accordance with cGMP and internal procedures in an efficient and timely manner
* Compiles and reviews raw data and batch records in accordance with cGMP, Code of Federal Regulations (CFR), Points to Consider (PTC) guidelines and internal procedures in an efficient and timely manner
* Maintains awareness of activities by routine direct observation of Cell Production suites and facility
* Reviews and approves Non-conforming events (NCE)
* Participates as needed to support internal and/or client audits
* Trains personnel on job functions and responsibilities and participates in area training coordinator responsibilities
* Verifies and releases shipments of finished product or cell bank vials to clients or contract labs
* Performs internal audits / assessments by collecting and analyzing objective evidence regarding issues and risks
* Plans, schedules, coordinates, supports, and leads detailed audits of facility practices to ensure that policies and procedures comply with worldwide regulatory agencies and Corporate Quality Policy guidelines
* Leads/supports Client audits of the facility

## Qualifications for manufacturing quality

* Proficient with computer equipment and software programs such as SAP, MS Outlook
* Supports routine GMP and Pre-Approval Inspection regulatory audits
* Evaluates corrective and preventive action responses to assessment findings for adequacy, including root cause and timeliness
* Conducts and confirms follow-up actions on Corporate, Client, Internal, and Regulatory site compliance audits/inspections
* Bachelor's degree required, preferably in a scientific or technical discipline
* Minimum 3 years’ experience in the pharmaceutical/biotech or other regulated industry, medical device, foods, automotive