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# Example of QA / QC Manager Job Description

Our growing company is looking for a QA / QC manager. 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 QA / QC manager

* Creates, supervises, and maintains Quality Management policies and procedures by project standard requirements
* Leads workplace safety through prevention, instruction, and random inspection
* Monitors prime and subcontract actions for contract compliance, monitors risk and contributes suggestions for risk mitigation
* Facilitates a culture of continuous process improvement among management team, providing resources and collaborating to implement processes that are streamlined and compliant
* Prepares and provides high-quality reports to management and customer on a weekly, monthly, and quarterly basis
* This position is responsible for writing IQ, OQ, and PQ protocols and reports for laboratory instrumentation and equipment
* Also pre-qualification activities such as writing requirement specifications, 21CFR Part 11 assessments, System Risk Assessments
* Building consensus among subject matter experts
* Harmonizing documentation across groups
* Document control including document management systems

## Qualifications for QA / QC manager

* CGMP & Auditor training
* Working knowledge of personal computer applications (Word, Excel, Access, PowerPoint, ) the various intra-departmental systems (SAP, Storms, GIS) is desired
* Preferred - Welders Inspectors Certificate
* Minimum of 10 years in a construction Quality Assurance / Quality Control leadership position
* MS Word, Excel, Outlook, Materials Management Software
* Stationed in Kuantan, Malaysia