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# Example of Quality Executive Job Description

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

## Responsibilities for quality executive

* Exposure to a fast-paced professional environment
* Be confident using a Mac, Excel, and Word processing tools
* Assist senior, executive leadership, in engaging with quality and call listening efforts helping to ensure alignment around foundational Behaviors and Compliance requirements
* Promote clear Behavior and performance expectations from recruiting, to quality, to performance scorecards, to career progression
* Developing metrics and reporting to track the ongoing quality trends across a variety of data quality dimensions
* Support Quality team in ensuring Quality Management System is being applied in business activities
* Contribute to the ongoing processes of assurance and enhancement of quality in the work of the department
* Enhance the reputation of the department, and meet external demands for demonstrating quality, quality assurance, and quality enhancement
* Ensure that the work is aligned not only to its own aims, objectives and intended organizational outcomes, but also that, these, in turn, are aligned to the strategic direction of the organization
* Compile thorough and complete documentation of the work undertaken

## Qualifications for quality executive

* Financial reporting control matters
* Industry reporting issues
* Strong technical accounting, SEC reporting and/or other financial reporting skills
* Initiative to work independently yet keep all relevant parties apprised of developments
* Ability to work on multiple priorities for different sponsors
* PQE with public accounting experience servicing investment related companies preferred