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# Example of Quality Executive Job Description

Our company is growing rapidly and is looking for a quality executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality executive

* Manage logistics and provide onsite support for a variety of internal meetings and teleconferences
* Draft business correspondence including letters, email communications, meeting minutes, and presentations
* Assist in the creation, production, and maintenance of meeting materials and recurring reports
* Assist in the monitoring of department budgets including expense report management and invoice / purchase order processing
* Enjoy the chance to experience all aspects of running a large market research panel, from recruiting, retaining and communicating with panellists, through to weighting and analysing large datasets
* Be actively encouraged to identify and contribute creative solutions to our challenges and to be involved in the continual evolution of our panels
* Collaborate with cross-functional project teams to support QC activities necessary for the management of 3rd party CMO’s, timing and strategies for method validation and method transfers
* Independently provide the most complex administrative support and project coordination showing a high level of appropriately independent decision making in order to keep initiatives moving
* Provide advanced administrative support in all interactions with global and local colleagues
* Coordinate complex travel arrangements both international and domestic

## Qualifications for quality executive

* Bachelor's degree or equivalent in Science, Pharmacy or related discipline
* Desirable – Registered Pharmacist with the Singapore Pharmacy Board
* Familiarity with current Good Manufacturing Practice, the regulatory systems and product registration requirements in Singapore
* Must be able to develop and maintain excellent working relationships, work
* Minimum bachelor's in Life Sciences, Engineering or health-related discipline
* Minimum of 4 years’ experience in the pharmaceutical, nutritional, healthcare industry