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# Example of Quality Executive Job Description

Our company is growing rapidly and is looking for a quality executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality executive

* Schedule and maintain daily calendars
* Work closely with other functions to ensure the department has what it needs to operate at the highest level of efficiency (i.e., inter-faces with Facilities to manage space, IS for fully functioning and up to date technology and equipment)
* Manage numerous important cross functional global meetings, create agendas, consolidate presentations, action items, send follow-up communications and deliverables have an active voice in the meetings
* Serve as MBQ EVA Homepage administrator by managing and controlling content
* Maintain continuity of administrative functions across major MBQ divisional hubs through routine Administrative Assistant coordination meetings
* Ensure the tracking of all deadlines for assigned managers in order to guarantee timely delivery of all projects, presentations, reports
* Understand the scope and content of ongoing initiatives and programs that the executives are involved in
* Apply superior critical thinking skills to screening of routine and highly confidential incoming mail, E-mail, telephone calls and messages
* Track important documents for signature in a timely and efficient manner and deliver to appropriate party
* Maintain budget including processing invoices, preparing purchase requisition, tracking and long-term forecasting

## Qualifications for quality executive

* Experience with ISO 9001 or equivalent quality standard program is preferred
* Demonstrated ability to learning faster
* Degree in either Food Technology/ Food Science discipline with minimum of 3- 5 years experience in quality control / quality assurance in a food manufacturing or food processing industry
* Possess good working knowledge and experience in food processing mainly in GMP, HACCP, Quality Systems and processes
* Candidate with hands on quality assurance / quality control experience will have an added advantage
* Good scientific and analytical skills with minimum supervision