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# Example of Quality Executive Job Description

Our growing company is searching for experienced candidates for the position of quality executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for quality executive

* Monitor incoming calls providing a level of screening that allows appropriate assignment of certain requests and tasks to others in the function
* Managing the preparation, execution and follow up of all internal and external deviations and CAPAs related to GMP/GDP
* Performing allocated internal audits
* Implement procedures and oversee resources designed to assure high quality of GPV activities and deliverables and lead remedial action where necessary
* Ensure compliance with regional and local regulatory PV obligations
* Oversee training in, and implementation of, all relevant PV SOPs and procedures in the areas of responsibility
* Maintain inspection-readiness of the Global Drug Safety Office at all times
* Support Health Authority inspections and internal audit activities
* Develop and execute CAPA plans arising from external inspection and internal audit findings
* Develop and implement procedures to gather, analyze and communicate as necessary, pharmacovigilance intelligence from the affiliates and alliance partners, and evaluate and communicate to GPV the impact of relevant changes and new requirements

## Qualifications for quality executive

* Planning and coordinating detailed travel itineraries, conference meeting schedules, and ground transportation
* Bachelor’s Degree in Business Administration, Public Health, Marketing, or Healthcare related field preferred
* Creating dynamic presentations
* Minimum 7 plus years of related professional experience supporting senior-level management
* Management of others or proven leadership without traditional authority a plus
* High Proficiency with Microsoft Office software (Word, Excel, PowerPoint)