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# Example of Quality Management Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of quality management specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality management specialist

* Duties are very complex in nature and pertain to the overall interaction of many Quality System elements
* Must be able to multitask and prioritize effectively to meet business goals and objectives
* Must be able to communicate effectively at all levels of the organization, clear, concise, and timely information pertaining to the quality and regulatory compliance status of the business
* Develop, implement and follow procedures to ensure timely and accurate receipt, documentation, analysis, and response to customer complaints
* Contribute to the business-wide Quality strategy and objectives
* Monitor and facilitate timely investigations and close out of open complaints
* Generate, validate and present various Quality metrics pertaining to complaints and MDR reports
* Represent BDDS on cross-business teams related to Quality Systems
* Provide on-going education and training of new and current staff on product usage, appropriate data capture, regulatory requirements and compliant handling
* Implement project specific quality plans and other project specific documents, submit for approval and transfer to customers according contractual requirements

## Qualifications for quality management specialist

* Bachelor of Science in Nursing, Healthcare Administration or a related field required
* Work closely with QA Managers/QA Specialists to ensure proper test data coverage
* Candidate should have prior experience with support of distributed application testing
* Exposure to Waterfall and Agile methodologies
* Manage and mentor a diverse team of test leads/test analysts onsite/onshore/offshore
* Outline strategy to streamline testing to reduce overall testing costs and improve quality