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# Example of Quality Management Specialist Job Description

Our company is growing rapidly and is looking for a quality management specialist. 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 management specialist

* Define and implement a QMS training program
* Analyze data on the effectiveness of the QMS and evaluate where continual improvements of the QMS can be made
* Manage external documents and web-based subscription services including standards, specifications and technical papers required by the business
* Prepare specific QMS documents (Quality Manual, Interaction Matrix, Standard operating procedure, Service Level Agreement, Control of documents, control of records, Internal audit procedure, Process Audit, Customer complaint)
* Follow up and update the documentation periodically
* Upload the documentation on SharePoint or other special location
* Train the team on QMS procedures (Quality Management System), DMS (Document Management System), SharePoint
* Participate in internal audits and update afferent documentation
* Collaborate with regional and global teams in QMS processes and Data Protection
* Provide Help Desk support regarding the data protection and data confidentiality procedures

## Qualifications for quality management specialist

* Prepare weekly testing status reports
* 7+ years of experience in the QA domain
* Minimum 5 years of experience in management
* Hands on knowledge of HP Quality Center is a must have
* Prior banking experience is required
* Experience with functional test automation tools like HP QTP