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# Example of Quality Management Specialist Job Description

Our company is hiring 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

* Quality control (QC) of GCSP processes and process documents
* The development of 'controlled' GCSP documents and documentation of the GCSP Pharmacovigilance Quality system
* Establish the Project Inspection and Test Program
* Maintaining a register of all applicable and open nonconformity reports
* Understand customer pain points and help drive escalations by coordinating between Product Management and Support groups.Desired Skills
* Good understanding of Security fundamentals such as Firewalls, Proxies and Web Security Gateways
* Ability to perform shift work in a 24/7 work center required
* Coordinate and facilitate the Peer Review process with the Medical Staff
* Support and implement the Quality Improvement process with customers in order to enhance the quality of patient care
* Provide technical and analytical support for data analysis and evaluation

## Qualifications for quality management specialist

* Consistent application of Quality system standards to assigned Quality system area
* Subject matter expert of Quality Systems Regulatory requirements and application to Company /Unit requirements
* Support and maintain Quality Management Systems documentation including the administration of system keyword lists and groups
* Facilitate document control workflow for multiple facilities including working with process owners to create and change quality and work instructions that conform to quality regulatory standards
* Identify gaps in documentation and work with internal stakeholders to remedy
* Ensure internal process documentation is correct and in compliance with requirements