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# Example of Quality Management System Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of quality management system. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for quality management system

* Assist as necessary to maintain filing system/training database
* Position shall develop and routinely provide metrics to measure the suitability and effectiveness of various Quality Systems product performance
* Position is responsible for producing, collecting, and presenting metrics to various functions, internal and external customers, Management Review, and Post Market Surveillance
* Respond to internal and external requests for information by preparing and analyzing ad-hoc queries and reports
* Must have the ability to work with multiple software programs and tools
* Position will be an audit facing subject matter expert
* Must have experience working in a FDA regulated environment, preferably Medical Device and IVDD
* Own the quality system audits and documentation system
* Complete quality internal audits and coordinate representation of external audits
* Maintain open items log and confirm nonconformances are closed

## Qualifications for quality management system

* Requires a Bachelor’s degree from an accredited institution with four plus (4+) years of professional experience with Controlled Documents (SOPs, manufacturing and testing specifications, validation documents, and/or document version control experience, with a minimum of two (2) years’ experience managing/directing people/teams in a GMP Pharmaceutical manufacturing environment
* In lieu of a Bachelor's degree, will consider an Associate's degree from an accredited institution, in a related field with a minimum eight (8) years’ experience with Controlled Documents (SOPs, manufacturing and testing specifications, validation documents, and/or document version control experience, with four plus (4+) years’ experience managing/directing people/teams in a GMP Pharmaceutical manufacturing environment
* In lieu of a Bachelor's or Associate's degree, will consider a High school diploma/GED with over ten (10) years’ experience with Controlled Documents (SOPs, manufacturing and testing specifications, Validation documents, and/or document version control experience with six (6) years’ experience managing/directing people/teams plus in a GMP in a Pharmaceutical manufacturing environment
* Demonstrates knowledge in Document Management principles and systems relating to DMS, and being a LMSO and IDEA for CON systems
* Demonstrates success in project execution with involvement in multiple major projects
* Demonstrated ability to participate effectively in and lead a team environment, including cross-functional teams