Downloaded from <https://www.velvetjobs.com/job-descriptions/quality-management-system>

# Example of Quality Management System Job Description

Our innovative and growing company is looking to fill the role of quality management system. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for quality management system

* Coordinate the review and approval of GxP documents in the electronic document management system
* Provide expertise to document originators, ensuring documents are created/edited per current procedures
* Monitor, reconcile and audit approved documents, ensuring all compliance requirements for format, content, standardization and periodic review
* Ensure that customer expectations are met for the quality of the final GxP document and its implementation schedule
* Liaise with training department to ensure document effective date does not result in adverse impact to trainees or training metrics
* Provide oversight/support of periodic document review process, and will run Periodic Document Review Cognos reports for Virtual Organizations and send notifications to group owners and document authors to drive timely completions
* Assist with reporting and analysis of biannual JSC Global Periodic Document Review metrics
* Serve as an electronic document management system (EDMS) super user and train new associates or document owners in document management processes and the related EDMS
* Maintain key elements of the QMS Customer complaint resolution, Root Cause Analysis, Corrective and Preventive action, Internal Audit protocol, Management Review
* Defines the process application assessment plan

## Qualifications for quality management system

* Ability to interpret and relate Quality standards for implementation and review to functional areas
* Requires strong leader, influential and collaborative skills and organizational skills
* Strong staff coaching and development skills
* Strong ability to set vision and direction, set expectations and motivate
* Performance focused, persistent, sound decision-making, open minded, innovative/creative and results oriented
* Ability to work effectively on problems of diverse scope, with analysis/evaluation of data