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# Example of Quality Management System Job Description

Our innovative and growing company 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

* Perform under the general direction of the Director of Quality Assurance in accordance with standard practices and ISO/cGMP regulations
* Coordinate completion of supplier audits including managing the audit schedule for both on-site and postal audits, administrating and tracking postal audits, maintain archive of all audit reports, and maintain Approved Supplier List per effective controlled procedure
* Contributor to the administration of Engineering Change Order Process
* Assist in Maintaining KPI metrics for Quality Assurance activities
* Draw up regular activity reports
* Ensure quality of procedure writing
* Consistent application of Quality system standards to multiple IT Quality system areas
* Develops solutions to routine assigned activities of moderate/high scope & complexity
* Follows applicable Company / Unit procedures and may make updates to IT systems including validation and also for IT systems associated procedures and policies
* Works within and across functions for assigned IT Quality systems

## Qualifications for quality management system

* High level of personal motivation and initiative, and ability to work independently on projects
* May participate in BI interactions with various governmental agencies/regulators and external auditors
* Manage department Standard Operating Procedures, Good Manufacturing Practices, Food and Drug Administration, and other national and international regulatory requirements related to quality testing
* Work is primarily directed at the site
* May be required to travel nationally
* Requires physical activity such as almost constant standing, walking, eyestrain