Downloaded from <https://www.velvetjobs.com/job-descriptions/quality-process-manager>

# Example of Quality Process Manager Job Description

Our company is growing rapidly and is looking for a quality process manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality process manager

* Participates as a company representative in preliminary contractual review on matters concerning quality requirements and supplier evaluations
* Improves the effectiveness of the quality engineering activity through focus on preventive corrective actions that will reduce manufacturing cost and provide increase to first time internal quality
* Plans and coordinates customer quality surveys in-house and at vendors
* Determines required tooling and instrumentation
* Performs quality audits of new and existing suppliers to assure they meet required quality standards
* Schedules customer source inspections as required per purchase order
* Provides quality planning and technical expertise on various product lines concerning quality and inspection methods
* Generates quality cost estimates to support quotations to customers
* As otherwise required, serves as liaison and provided technical support to other departments in evaluating designs for production
* Drive product and process improvements that ensure the Module Center’s quality metric goals are met (Escapes, Scrap, Rework and Process Cert)

## Qualifications for quality process manager

* Develop and lead the implementation of pro-active quality initiatives which achieve strategic process, reliability and productivity improvements
* Providing direction to Quality salary and hourly personnel involved with reduction of cost of poor quality (COPQ), Module Center corrective actions, and processing of quality notifications
* Coordinates HEDIS activities as required by Physicians Health Choice coordinates HEDIS reviews with Director of Clinical Data Operations
* Works with IS to provide nurse productivity reports and analysis to senior leaders
* Ensures adequate staffing is in place to meet market demands
* Identify process improvement opportunities and champion their implementation, as assigned