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# Example of Quality Process Manager Job Description

Our company is searching for experienced candidates for the position of quality process manager. 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 process manager

* Provide mentoring, leadership, direction and training to new and existing (Senior) Quality Specialists
* Participate in SOP and process development as assigned
* Perform Process Lead role for Partnerships and/or key accounts or provide process support to Partnerships and/or key accounts, as assigned
* Perform Functional Quality Lead role (FQL) and conduct Functional Quality Evaluations (QE) if assigned and communicate with Project Quality Lead (PQL) and Operations
* Develop designated operational group(s) specific interventions/targeted/independent quality assessments as assigned
* Provide audit and inspection support as assigned
* Perform QC checks of Medicinal Products and other quality critical Clinical Trial Materials during receipt, production and distribution
* Oversee all Quality Control activities in local depot/warehouse
* Instruct and train QC staff and other depot staff as needed
* Perform QC release of Medicinal Product batches and batches of other quality critical Clinical Trial Materials (CTM)

## Qualifications for quality process manager

* Oversee local depot and production (D&P) related change control procedures and quality issue (QI) reporting
* Closely co-operate with local Head of Production, (Sr.) Depot Coordinator and local QP (Qualified Person) or local RP (Responsible Pharmacist) to ensure smooth depot/warehouse operations
* Closely co-operate with (Sr.) GMP Lead to ensure worldwide harmonization
* GMP and GDP experience, relevant experience in the Clinical Research field (pharmaceutical industry or CRO), clinical or medical experience or other relevant experience in the areas Clinical Logistics Services
* Experience with primary and secondary packaging including labelling activities
* Leadership/project management/technology/business operations experience