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# Example of Quality Process Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of quality process manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality process manager

* Track discrepancy reports, change requests and action items to include maintenance of the BendixKing nonconformance database
* Responsible for ensuring assigned projects comply with FAA standards, and requirements
* Perform process analysis for continuous improvement
* Interface with the PAAC assigned Certification Engineers to BendixKing to assure Design and Production approval activities are coordinated internally and with the FAA
* Support and where applicable perform Company and FAA conformity activities
* Support all MIDO audits of the BendixKing organization
* Participate in MIDO and ACO meetings to assure communication clarity with the FAA
* Interface with Safety, Reliability, and Verification personnel on Quality activities
* Ensure successful roll-out of the plan and sustainability as quality management becomes embedded into normal ways of working
* Establish and maintain strong stakeholder networks with Regional Product Development, Global DTO, R&D Quality Management, P&S Quality Management, Operating Unit quality business partners and with projects such as MINT and One Biology

## Qualifications for quality process manager

* BA/BS degree in Business, Finance, IT, or related field
* Excellent PC skills including application development experience within a Microsoft Office environment using Microsoft Excel and Microsoft Access
* Demonstrated ability to manage projects from start to finish (1-3 years’ experience)
* Ability to Analyze, track and publish performance results
* Six Sigma Certification is a plus, but not required
* Collect and understand the business needs from NSkinH manufacturing sites working with the other Business Process Managers, integrating the GMP inputs and identifying leverage with Nestlé