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

# Example of Quality / Safety Job Description

Our innovative and growing company is looking for a quality / safety. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality / safety

* Special Projects as required including coordination of and/or participate in various company HSEQ initiatives
* Act as a buyer for the Safety & Environment department and work with procurement on procurement of safety equipment
* Maintain Safety & Environment data integrity within all data systems, including SAP
* Assesses, develops, implements and evaluates department goals in correlation with the hospital goals on an annual basis
* Communicates department's needs, requirements, available services and information to internal and external customers
* Ensures the department complies with all standards for quality and patient safety as required by enforcement agencies
* Works closely with Medical Staff to ensure that they receive & review department Quality measures for process improvement & re-credentialing processes
* Reviews personnel records and pay information including payroll transactions to ascertain consistency with established pay polices, resolves discrepancies
* Supervises department staff, under his/her supervision, including hiring, firing, orientation, training and evaluation within established guidelines including maintaining the accuracy and confidentiality of an employee's pay and personnel information
* Create and conduct monthly safety meetings & tool box talks for Quaker Associates, create PowerPoints for all new hires and present at AK Steel monthly contractor safety meetings

## Qualifications for quality / safety

* Deep understanding of legal quality & safety guidelines
* Exceptional communication and interpersonal abilities
* Experience with assembly of electro/mechanical small mechanisms helpful
* 8+ years of experience in safety and quality in the elevators industry or other relevant industry is a must
* Knowledge in Quality tools, methods and systems
* Knowledge and experience of operational processes and their continuous improvement through application of Six Sigma, Lean Manufacturing and/or other proven quality tools and methodologies