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# Example of Quality Systems Manager Job Description

Our innovative and growing company is looking for a quality systems manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for quality systems manager

* Assist with the Quality Management system for Document Control software
* Participates in the training and qualification of staff, creation and review of batch production and testing and generation of facility compliance documentation
* Develop internal measures to ensure compliance with the QMS
* Must be a team player with superior interpersonal, verbal and written communication skills and interface effectively throughout all levels of the company
* Analyzes data to determine performance level of suppliers
* Work with resident government and/or customer quality personnel to interpret or reach agreement on procedures and performance of equipment
* Works with process experts and production personnel to fully understand and provide guidance on appropriate and complete corrective actions to assure repeat deviations do not occur
* Conducts root cause analyses and ensures root cause, corrective action, preventative action, and product impact are thoroughly addressed in investigations
* Business process owner for Enterprise Laboratory Systems
* Develops and maintains Quality Systems for commercial stage pharmaceutical products

## Qualifications for quality systems manager

* Attendance is a required function of performance for this position
* Strong leadership, collaboration and relationship building skills
* Strong interpersonal skills and multi-cultural /intercultural awareness
* Individual may be required to sit for extended periods
* Must be able to effectively prepare communications with interpretation of data analysis and potential problems to management and the group with clarity and a high level of accuracy
* Completes routine tasks with no supervision