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# Example of Quality Systems Manager Job Description

Our 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

* Oversees and manages Quality Systems
* Facilitates and manages the internal and external proficiency testing program
* Liaising with relevant Regulatory Bodies Notified Body and Competent Authority
* In partnership with the site Quality leaders, oversees the Product Escalation process for non-conformances, complaints or other issues potentially impacting product in the field
* Document Control analysts
* CAPA and Complaint Coordinators
* Technically proficient in the specific quality systems department and knowledgeable of industry practice and business principles
* Makes recommendations for corrective action necessary to ensure conformity with quality specifications
* Update, maintain and publish Audit Calendar
* Ownership of the vendor qualification process, change control system, complaint program, training program, mock recall coordination, SOPs / metrics and coordination of Quality Steering Committee

## Qualifications for quality systems manager

* Minimum of 10 years of professional experiences
* Whereas minimum of 5 years as Quality, UAP, Plant Manager or FES Senior specialist
* Target and Process orientation
* Ability to manage a complex network in a matrix organization
* Ability to travel aboard for more than 75% annually
* Minimum bi-lingual (English and spanish required)