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

# Example of Quality Systems Manager Job Description

Our innovative and growing company is looking for a quality systems manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for quality systems manager

* Leads coordination and execution of internal self-inspection audit program
* Selects and retains staff
* Manages and develops IT Quality System direct reports
* Internal Audits – Planning, Scheduling and completion
* Monitor the closure of any action items found during the internal audits
* Monitor the QSi document control database - notification process
* Coordinate the Plant’s External Audit Process
* Response to any BV – IAFT audit findings
* Monitor the closure of any action items found during the BV external audits
* Lead the Quarterly Management Review with the Plant Manager

## Qualifications for quality systems manager

* Good knowledge of international regulations - supported by specific trainings - and Quality Systems management belonging to medical field
* Knowledge of regulatory requirements (ISO, QSR, ), preferred
* PE, ISO 9001 Certification
* 8+ years with at least 5 years applicable Quality Management
* Able to develop plans and policies
* Able to implement plans and policies across broad spectrum of the program