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# Example of Quality Systems Specialist Job Description

Our growing company is looking for a quality systems specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality systems specialist

* Solid understanding of the efficiencies and criticalities of all of the quality systems elements at BBMI
* Executes the strategic direction for Quality Systems Excellence Programs & Deployment Management
* Creates standard informatics methods for introducing, updating, tracking and trending Quality Systems Metric
* Writes and/or implements changes to controlled documents (e.g., SOPs, Specifications, Methods, quality records, ) as needed
* Review of batch record to support release of raw materials, work in progress and final products
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* Maintenance of all documentation regarding Quality System implementing Policies, SOP's, Work instructions, Job Aids, Validation documents, checklists, forms, including distribution of controlled hard copies, posting of controlled electronic copies and
* Execution of purchase requisitions in CostPoint
* Monitor Funds Release Memorandums (FRMs) as they are provided by Contracts and work with manager and Quality Engineers for assignment
* Generate metrics for Management, Quality Engineers, and CABs to review, monitor trends, and take action

## Qualifications for quality systems specialist

* Self-motivated, organized, detail oriented, and able to multi-task
* Ability to develop work plans and manage them to meet agreed upon goals
* Skilled in Microsoft software
* Working knowledge of risk analysis tools
* Experience in a regulated environment (ie FDA, USDA) - preferred
* Working knowledge of quality auditing - preferred