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# Example of Quality Systems Specialist Job Description

Our company is looking to fill the role of quality systems specialist. 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 specialist

* Update and maintain myLearning curricula for Global Quality Systems team and Global Quality, Strategy & Compliance teams
* Support Quality Systems initiatives, including implementation of myLearning for LOCs
* Contribute to overall Quality Systems training strategy
* Partners with Quality Operations at all BBMI sites on quality objectives related to quality systems and processes
* Schedule meetings and track action items
* Periodically check or audit the completion process of factory check sheets
* Drive the closure of all factory quality NCRs
* Generate status and trend reports to management, including preparation of information for Management Review meeting
* Assist in drafting responses to external assessments/audits/inspections
* May actively participate as the PAS representative of the Supplier Management Action Team (SMAT)

## Qualifications for quality systems specialist

* Experience with root cause analysis tools preferred
* Proficient working with electronic records databases Microsoft Office and Minitab
* Demonstrated ability to learn new software systems to perform basic functions
* Bachelor’s degree in Science course or Engineering/ Quality Management or related discipline
* Ability to work in a team environment independently and with minimal supervision
* Experience in management of exception systems