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# Example of Quality Systems Job Description

Our growing company is looking to fill the role of quality systems. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for quality systems

* Ensure the implementation of applicable compliance standards
* Supervises Quality Systems Engineers
* Backup AA when required
* System administrator duties for QC systems, including TipQA
* Support and maintenance of the applications
* Maintenance of system reports, including generation and management of the Certificate of Analysis report
* Template configuration and validation
* System documentation, including SOPs, protocols, training manuals
* Troubleshooting and resolving issues to avoid production delays
* Creation, review and completion of local and global Change Controls

## Qualifications for quality systems

* Professional certification in the quality profession
* Minimum 5 years Quality experience in medical device industry, including
* Excellent verbal and written communication skills with various levels of the organization
* Demonstrated proficiency with Microsoft Software and other Computer applications (SupplyWeb, QSI, Lotus Notes etc)
* Ability to work with a high degree of accuracy and strong attention to detail (documentation reviews, audits and recommendations made by senior management, customer and external auditors)
* Possess or develop familiarity with Occupational Health and Safety Act & Regulations