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# Example of Senior Quality Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior quality specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior quality specialist

* Write, review and complete SOPs in the Logistics QMS
* Monitors use of system to ensure document standards are maintained
* Monitors use of local document management system and interfaces to ensure document standards are maintained within Global Logistics
* Review Red Flag Wires and recommend release of daily high-risk wires or rejection of fraudulent wires
* Upon request, provide unit managers accurate quality assurance status that identifies operational deficiencies
* Oversees and administers SOP, document and records management system, the deviation, change control, complaint handling, training and CAPA systems at the site
* Conducts vendor/supplier audits
* Perform compliance assessments of site and cross-site Quality Systems (process inspections/facility inspections/equipment and record review/computer validation activities
* Provide Quality support to site projects, cGMP systems, and new products
* Under general supervision, facilitate the QA Department’s daily activities with emphasis on cGMP

## Qualifications for senior quality specialist

* Minimum of 6-8 years experience as a Quality Assurance Manager with a pharmaceutical company
* Extensive experience in Quality Assurance, Quality Management or Process Improvement in a clinical research environment
* Emerging leadership and mentoring experience required
* Physical Demands / Surroundings - Must be able to enter the production, laboratory, and utility areas, which requires gowning and the use of stairs
* Previous GMP experience
* Deliver results across diverse areas at Site