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# Example of Senior Quality Specialist Job Description

Our innovative and growing company is hiring for a senior quality 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 senior quality specialist

* Development of Complaint Closure Letters as required
* Lead and manage all operational quality related issues and
* Provides Specialized Audit Quality Support.Supports team supervisors in reliably completing client requests, data management needs, and overpayment record review
* Generates and Analyzes Quality Audit Reports.Provides support to supervisors to review and complete supplier quality audit reports initiated by the client
* Supports Process Improvement.Continuously analyzes processes and systems used during the course of work to identify internal areas of improvement and proactively communicates feedback to supervisors
* Investigate Root Cause, write and implement CAPAs and interact with necessary departments and people to get the job done
* Establishes regional requirements for the EPD Training Quality System
* Adopt and implement the Global/ Regional Quality Management Plan within the scope of the assignment
* Revise any other quality documentation, such as protocols, manuals, quality agreements, as required
* User maintenance and management of qualification status

## Qualifications for senior quality specialist

* Knowledge of OHS is big advantage
* Responsible and proactive self-drive person
* Maintain productive and cooperative relationship with partners and contract manufacturing, test organizations, and other contract service providers as required
* HS Diploma AND a minimum 8 years relevant experience or a combination of equivalent education and relevant experience in Medical Device and/or Pharmaceutical regulated industry within Quality, Supply Chain and/or Distribution Center operations
* BS Degree in Quality Engineering, Supply Chain or related discipline is preferred
* Five to seven years’ experience in Medical Device and/or Pharmaceutical regulated industry within Quality, Supply Chain and/or Distribution Center operations