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# Example of Supplier Quality Management Job Description

Our company is searching for experienced candidates for the position of supplier quality management. 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 supplier quality management

* Corroboratively review performance data with suppliers to develop action plans for performance enhancement
* Ensure supplier metrics and KPIs optimize the ICUMedical-supplier relationship
* Manage up to 7 Supplier Quality Employees, including Program Managers and Auditors in Solutions/API/Excipients Field
* Assure that proposed changes to the supplier processes or supply base are approved and compliant to ICUMedical procedures
* Be the Quality Authority in the process for the selection, development, and approval of new Solutions suppliers and assure that strategic initiatives are met
* Scheduling audits, maintaining accurate information and updates to the supplier schedule, and tracking and reporting metrics associated with completion and execution of audit activities for Device Suppliers and TPMs
* Audit preparation and agenda communication
* Scheduling audits with suppliers
* Audit report creation and finalization
* Issuing approved audit reports to supplier

## Qualifications for supplier quality management

* Strong related commodity's process quality improvement and product qualification background preferred
* Auditor certification by third party
* 8+ years in quality, compliance, and regulatory experience in the medical device industry
* 6+ years in managing Global Supplier Quality Management Program in the medical device or pharmaceutical industry
* Experience in technical or manufacturing operations
* Demonstrated ability to streamline organization to maximize efficiencies to resolve discrepancies and trending issues