



Example of Director, Quality Assurance Job Description

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Our company is looking for a director, quality assurance. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for director, quality assurance

- Responsible for practical knowledge of current and emerging global guidelines and regulations, relevant regulatory approaches and actions and status of competitor/similar products/projects to effectively develop and advance QA strategies
- Responsible for maintaining internal regulatory submissions and licenses
- Manages exempt and non-exempt Quality and Regulatory staff
- Interfaces with both internal groups (such as Design, Process R&D, Applications and Marketing), external customers for product quality issues
- Serves as the key technical contact to communicate product quality issues identified internally from customers with OmniVision's supply chain (foundry fab, packaging and final test) and drive improvement across the supply chain
- Coordinate, prepare, and manage CMC (Quality) documentation for submissions and subsequent variations/supplements
- Oversee and be ultimately responsible for quality assurance program
- Prepare, review and approve external and internal reports and other documentation required by regulatory agencies, customers or to support the quality assurance function
- Supervise/Manage QA functions for scheduled/unscheduled maintenance IAW with the CNAFINST 4790.2 Series, Contractor GOP's and applicable T/M/S Maintenance Instruction Manual (MIMs)/Tech Pubs
- Perform CNAFINST 4790.2 Series SOP monitoring, quarterly audits, trend analysis

- Strong experience with manual testing, testing tools
- Mercury Quality Center, Loadrunner, or other similar tools - Basic understanding including navigation between functional areas within the tool
- BS or MS in Computer Science or related discipline or equivalent work experience preferred
- PC skills, including MS Word, Excel, Lotus Notes-with desired experience in implementing new processes, demonstrated team leadership skills and collaborations skills
- Significant knowledge and insight into qualification and validation activities and the ability to partner effectively with engineering and operations teams in completing these tasks
- Oversee the continuous improvement of Quality Management Systems at sites around the world, including assuring effective management reviews, complaint handling, CAPA system, change control, calibration maintenance, internal auditing, R&D transfers, validation, and manufacturing area support