



# Example of Project Manager, Quality Job Description

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Our growing company is hiring for a project manager, quality. 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 project manager, quality

- Convene pre-inspection meetings and approve inspection and test plan and procedures
- Ensure proper planning for inspection activities
- Maintain cordial relationship with Client Representative and ensure that client quality requirements are understood, agreed and fulfilled
- Ensure project KPI's are defined, measured, monitored and actions implemented for any identified gap
- Monitor and analyze Customer Satisfaction
- Analyze quality information (audit results, process / product non-conformities, feedback ) and identify corrective and preventive actions
- Conduct management review of the quality management system and monitor implementation of management review actions
- Control and the distribution of all the companies quality documentation
- Monitor all quality related activities on the project
- Ensure all internal and external audits are carried out as planned

## Qualifications for project manager, quality

- Working knowledge of healthcare laws and regulations
- Strong leadership, creativity, and excellent communication skills, written and verbal, with the ability to tailor the message to individuals and audiences across the organization

- Initiative and ability to work independently and handle multiple priorities
- Ability to facilitate group and team process improvement
- Provide leadership to assigned projects