



Example of Project Quality Assurance Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of project quality assurance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for project quality assurance

- Develop, implement, and conduct regular revisions to Quality Management System Plans (QMSP)
- Review and approve subordinate Quality Management Plans provided by internal departments, contractors, consultants, and vendors
- Conduct audits of active projects and operations, identify Non-Conformances, and implement corrective actions in collaboration with stakeholders
- Monitor and report staff activities
- Overall administration of projects
- Lead a group or team of cross functional/cross divisional employees in the achievement of organizational and project specific goals
- Direct and control the activities of projects/programs and/or operations
- Communicates observations to clinical program managers, directors, and management
- Understanding complex programme management and navigating through XLOB work streams
- Identify and support all areas in regards to knowledge management activities and programmes

Qualifications for project quality assurance

- Experience working in CA regulated utility/Transmission and Distribution (T&D) environment and applying regulatory and legislative compliance for utilities (FERC, NERC, CPUC)
- Five or more year's quality oversight, quality program development, and/or utility inspection experience
- Five or more years' experience managing and/or overseeing project related work with heavy emphasis on product quality and adherence to contract and/or specification quality requirements
- Three or more years' experience performing trending and analysis on vendor quality performance where results of the analysis were utilized to improve vendor performance
- Three or more years' experience performing performance based and/or compliance based assessments