



Example of Quality & Compliance Manager Job Description

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

Responsibilities for quality & compliance manager

- Independently schedule, conduct and report initial, routine and follow up audits of co-packer quality systems
- Ensure quality system is periodically evaluated and audited and appropriate preventive/ corrective action is taken to meet the business and regulatory requirements
- Where appropriate, execute program(s) for training and evaluating qualifications of auditors
- Ensure that business partners are accountable and understand J&J quality system requirements and how they impact product quality and regulatory compliance
- Provide guidance and training to project teams to ensure strategic compliance and quality requirements are met during product development, scale up and validation
- Coordinate new product activities between Business QA, Plant QA and Manufacturing to ensure effective hand-offs and flawless execution of all new product processed and activities resulting in timely and high quality documentation for Approval for Product Release (APR)
- Provide input to risk assessment on new product quality and compliance related issues
- Partner with Internal and External Manufacturing QA and Supplier Quality to ensure that new products and processes are transferred to the manufacturing environment with clear quality plans and robust process capabilities
- Partner with Product Development, Technical Transfer and Manufacturing

- Partner with the Raw Material Center to ensure that all new raw materials are qualified and suppliers have been approved in accordance with J&J requirements

Qualifications for quality & compliance manager

- Results oriented, consumer driven
- Managing the NonGMO project verification program across all business units including bringing on new plants, getting new products approved, maintaining certification of verified plants and completing annual recertification
- Represent Business QA at the New Product Innovation (NPI) Reliability SWAT teams to ensure timely execution of new product development initiatives
- Represent Business QA at the Technical Review Forums (TRF) to ensure that data from all functions are reviewed by a cross-functional team and that potential concerns are addressed prior to production or commercialization
- Represent Business QA at the Innovation Stage Gate Committee (ISGC) to ensure that quality and compliance is addressed during the deployment of new product prior to Commit-to-Trade (CTT)
- Collate data on product and manufacturing process performance quality metrics for reporting to FDA