



Example of Quality & Compliance Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of quality & compliance manager. 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 quality & compliance manager

- Lead IT Compliance function, creating, implementing, supporting and managing the operation of the IT Quality Management System and advising IT and business leaders on Quality standards
- Create and execute scalable and sustainable IT Quality strategy to support business goals
- Foster a culture of quality within the IT team to deliver the continual improvement of IT services provided to the business
- Drive quality and compliance initiatives encompassing Business Leaders and various divisional Quality teams
- Keep current with Regulatory trends and communicate changing requirements to upper management recommending required actions, subsequently realizing needed change to the IT Quality Program
- Ensure IT systems/applications, processes and qualified infrastructure spaces remain compliant with company policy local, federal and foreign (where applicable) regulations
- Ensure regular IT quality reviews are performed to ensure on-going compliance
- Maintain and develop an effective training program for corporate IT employees and contractors who support quality initiatives
- Manage and maintain Corrective and Preventive actions

Qualifications for quality & compliance manager

- Ability to work under pressure in order to meet tight deadlines and good interpersonal skills (i.e., team player)
- Strong organizational skills/attention to details, and ability to adapt in a fast paced constantly changing environment
- RN, Nurse Practitioner, Physician Assistant or related healthcare experience
- A broad knowledge of Pharmaceutical regulatory compliance best practices
- Good knowledge of medical terminology highly desirable
- Result orientation and excellent organizational and record keeping skills