



Example of Quality & Compliance Manager Job Description

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Our innovative and growing company is hiring for a quality & compliance manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for quality & compliance manager

- Understands requirements and processes for Best in Class Quality Management Systems
- Leads large cross functional and complex initiatives to identify, develop, modify, improve, and implement global process solutions for compliant Quality Systems
- Develops and delivers training curriculum and content for Quality Systems processes
- Participates in industry and other professional networks to ensure awareness of industry standards, trends and best practices in order to strengthen Quality Systems knowledge
- Ensure the accuracy of the regulatory contact and submission log is maintained
- Lead the follow-up, negotiation and resolution of issues regarding current and future submissions with appropriate regulatory agencies and ISO registrars
- Continue to develop and enhance current regulatory knowledge at both the local and national levels to support surveillance activities
- Lead the support of currently marketed products including review of engineering changes, labeling, promotional material, product changes and documentation of changes requiring government approval
- Responsible for proposing and execution of Quality System improvement opportunities, and developing and maintaining Business Continuity Planning

- Responsible for writing, reviewing and approving validations in accordance with customer and regulatory requirements

Qualifications for quality & compliance manager

- Advanced knowledge and technical proficiency with Microsoft Office applications to include Word, Excel, and PowerPoint
- At least five years of quality and compliance experience, preferably with consumer products and product certification and/or five years of experience working with supplier quality management
- A bachelor's degree in engineering or equivalent work experience
- Native fluency in Chinese and advanced fluency in English
- Pharmaceutical legislation and regulations (CFR, ICH, Ph
- You have strong communication and negotiations skills and you are characterized by a strong analytical, self-organized and highly flexible personality