# Example of Quality Management System Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of quality management system. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality management system

- Establish, implement, and support the development of hospital specific metrics for monitoring hospital and system effectiveness
- Research, draft, and prepare standards for committee review and approval
- Manages the CAIR and client survey processes, suggests improvements to the client experience
- Facilitates CAIR meetings, participates in RCAs and critique CAPAs letters for completeness prior to sending to the client
- Perform analysis of departmental and sponsor metrics, identify trends and suggest actions to improve the data
- Facilitates discussions and drives improvements with operational departments following client survey feedback
- Develop training material and train Process Owners to develop robust CAPA plans and effectiveness checks.These statements are intended to describe the general nature of the job and are not intended to be an exhaustive list of all responsibilities, skills and duties
- Collects, analyzes and trends client satisfaction metrics data
- Identifies and implements improvement opportunities for Issue Management processes
- Primary Quality representation for compliance with ATEX, IECEx, FM

## Qualifications for quality management system

- Minimum of 5 years managing and leading the IS/IT quality management system and associated teams at the company or corporate level
- Assist in analyzing, researching, and documenting new and existing quality operations processes systemic needs to support business processes
- Creation of basic design specifications including both form and workflow documentation, ensuring business requirements are met
- Develop and deliver training on processes in person and on the phone in order to implement existing QMS modules in other business units and regions
- Research, test, and troubleshoot issues related to Quality Management System processes answer questions from users