



# Example of Quality Management Systems Job Description

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Our growing company is hiring for a quality management systems. 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 quality management systems

- Coordination, organizing and managing L3 & L4 Audits coordinating, managing /reporting /follow-up of Regulatory /Corporate (level 4 & Level 3) audits
- Support and contribute to the effective and accurate implementation and delivery of global GCP CAPA management in Janssen R&D
- Liaise with key business partners to develop alignment and collaboration in GCP CAPA process oversight
- Manage an independent escalation method to support global GCP CAPA governance, and support the escalation of individual CAPAs at risk and/or negative trends in Key Performance Indicators
- Utilize accurate and actionable metrics to identify areas of risk, performance to commitments, effectiveness and timeliness of GCP CAPAs
- Subject matter expert providing/assisting support of quality system tools (eg
- Of procedures and practices by converting process inefficiencies into improved business practice
- Establish departmental policies, procedures, goals, and objectives and drive achievement of objectives
- Ensure the corrections of findings, risks and recommendations are promptly and thoroughly incorporated into the quality systems
- Identify, monitor and report on success metrics for quality initiatives

- Knowledge of health care operations, with a focus on quality management, patient relations and risk management services in acute and non-acute outpatient settings is strongly preferred
- Strong evidence of critical thinking skills
- Must be motivated, self-directed, and able to work with minimal supervision
- Ability and skill to lead or manage the Quality System function for complex systems, continuous improvement projects and project management techniques
- Communicate precisely and accurately to all levels of the organization
- Computer-based analytical, statistical and modeling tools are used to identify and improve processes