



# Example of Quality Management Systems Job Description

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Our company is growing rapidly and is looking to fill the role of quality management systems. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for quality management systems

- Oversee the quality management system internal audit program external audits
- Act as stakeholder representing the customer perspective
- Interface with functional managers and designees to review and update training needs relative to quality system documents
- Work with subject-matter experts (SMEs), trainers, and other key stakeholders in developing new or revising existing training matrices/training groups
- Work with the LMS Administrator to learn the requirements for loading new content/knowledge assessments
- Create a Work Instruction to support the maintenance of Training Matrices and interactions with the LMS system
- Able to effectively schedule meetings with functional managers and others to accomplish completion of project
- Will report progress to supervisor weekly
- Processing of receipt inspections under the direction of a receipt inspector
- Scanning, filing, and other administrative duties

## Qualifications for quality management systems

- Certified Lead Auditor to ISO 9001 standards by acknowledged accreditation body (e.g., Exemplar Global, Probitas Authentication, AMP Group)

- Experience as a registrar auditor
- A minimum of 3 years of QMS experience
- Practical operational experience of working across disciplines and across multiple regions
- Knowledge Sharing – ability to capture knowledge within (and from outside) the organization