



# Example of Quality System Engineer Job Description

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Our growing company is hiring for a quality system engineer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality system engineer

- Travel as required to complete duties
- Maintains, enforces, and manages a compliant and effective CAPA Process for the activities in scope, for effective and lean structures and documents for Q&R processes at all levels including CAPA compliance to regulations and standards ensured through proactive support and facilitation of the CAPA activities with individual CAPA owners
- Ensure the adequacy of Quality Management System procedures to support the complaint handling program
- Generate and evaluate customer complaint related metrics, establish appropriate baselines and demonstrate continuous improvement results
- Support global review of complaints and service costs and service metrics
- Lead functional teams in developing solutions for quality related issues and seeking new opportunities for continuous improvement
- Responsible for implementation of quality management system requirements as directed by the Quality Assurance Manager
- Responsible, on request, for assisting in preparing the internal quality audit schedule covering activities of the PMC team, contractors and key suppliers
- Monitor the effectiveness of the quality system by conducting audits in accordance with the audit schedule
- Responsible, on request, for assisting in the implementation of continual improvement activities on projects and on corporate functions

## Qualifications for quality system engineer

- Excellent written and verbal skills to communicate routinely electronically or via phone with cross functional team members
- Ability to work in shifts, morning, evening and night shifts
- Ability to multi-task and manage multiple work streams at one time
- Problem solving skills and an ability to respond and adapt to change is desired
- BS in Engineering/Technical field, preferred degree in technical writing