



Example of Quality System Job Description

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Our company is looking for a quality system. 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 system

- Be a business partner to Operations ensuring the Quality Management team drives leadership in both compliance systems and management proactively working with the leadership at each site to drive continuous improvement to ensure on time delivery and quality
- Maintains, enforces, and manages a compliant and effective QMS for the activities in scope, for effective and lean QMS structures and documents for Q&R processes at all levels
- Maintain problem solving log, monitor the responses, and audit countermeasures
- Maintain gauge calibration schedule
- Author and gain approval for high quality application validation documents which are compliant with PHPR0210, Validation Planning Procedure, and associated documents
- Review and provide input on technical specification validation documents to ensure the system design will meet our customer's requirements and objectives
- Coordinate and support the deployment of new functionality to current users
- Draft, submit for approval and monitor change requests needed to support compliance to regulatory standards and to improve business processing
- Develop, maintain and deliver software application training content which is instructive, easy to follow and value-added for our customers
- Lead the application Key User Groups to provide a forum for communication on issues and status, best practice sharing, and change request identification

Qualifications for quality system

- Clinical Laboratory Scientist (Medical Technologist) CLS License is strongly preferred
- Bachelor of Science Degree in Biology or related science preferred
- Minimum of 1 year experience in complaint handling management
- Advanced skills in MS applications (Word, Excel, PowerPoint, Visio, and Project) are preferred
- Experience with SAP, TrackWise and/or Minitab is preferred
- Experience within a diagnostics, life sciences, or medical device environment preferred