



Example of Quality System Job Description

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Our growing company is searching for experienced candidates for the position of quality system. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for quality system

- To build capability of entire team on Quality systems & processes through regular classroom on job training
- Provide efficient and effective email and website communication to our customers concerning topics such as application status, changes and training
- Report out on the performance of Q&R tool applications per the Application Health Reports
- Utilize the IT ticket management system (SNOW or other) to enter, monitor and escalate, when necessary, application issues
- Identify, develop and implement queries and reports which require administrative permissions or a high degree of system knowledge which cannot be transferred easily to our customer
- Manage the process of the complaint handling system including, receipt of complaints from all sources and all in process steps including data entry
- Provide training to personnel involved in overall complaint process as directed by management
- Participates in all training classes including but not limited to, product training, regulatory training, compliance training and any testing involved
- Maintains annually competencies through training and documentation of training
- Contact the customer or vendor for further information or follow up

Qualifications for quality system

- Knowledge of industry specific quality standards and regulations, AS9100, ISO9001, AS5553, AS9120, CMMI
- Minimum 1 year Nursing or Medical Technologist experience or equivalent Medical Device Reporting experience
- Must have knowledge of product failure modes
- Must have working skills in addition to product knowledge of product usage & ability to differentiate between significant and non-significant health risk to patient and or clinician
- Preferred Licensed Medical Professional desired such as Associates or Bachelor's Registered Nurse (RN) and/or Associates or Bachelor's Med Technologist
- 3+ years of industry experience in product development within high-tech