



# Example of Supplier Quality Assurance Job Description

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Our company is looking for a supplier quality assurance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for supplier quality assurance

- Set Quality system requirements to suppliers, including those for services, indirect quality relevant purchases (non-BOM), and QS requirements for suppliers in global markets
- Assure harmonized processes and systems are deployed to perform Qualification of suppliers' QMS to the relevant medical device /drug (where applicable) quality regulations, and accountable for their placement on the Approved Supplier List (ASL), including required Purchasing Data elements of Supplier Master File
- Ensures the development of his or her team
- Distributes the work load and priorities to the team and gives instructions when required
- Encourages the active participation and implication of the team and improving processes and procedures
- Ensures that the team work towards meeting set and defined objectives
- Ensure that the team respects the policies and the conditions of the collective agreement
- Represents the team at different management meetings and takes decisions regarding the scope of work of the team
- An indepth knowledge of automotive technology and product development
- Exceptional team-working, intercultural and interpersonal skills

## Qualifications for supplier quality assurance

- Effectively manage relationships with all internal and external clients
- Ability to influence sourcing managers, R&D and suppliers
- Ability to properly manage the audit schedule for a large number of suppliers (800+)
- Expertise in food laws and regulatory guidelines
- Bachelor degree in Chemistry, Food Science, Engineering or related technical field is required