



Example of VP, Quality Assurance Job Description

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Our innovative and growing company is looking to fill the role of VP, quality assurance. 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 VP, quality assurance

- Develop and produce management reports that effectively represent the state of compliance oriented risk factors and work with Department managers to ensure they understand their department's performance
- Ensure that all operating procedures are appropriately written to effectively mitigate compliance risk associated with the production process
- Manage a team of team of quality control/compliance professionals that work to support this initiative within the Division
- This position is both strategic and tactical
- Responsible for QA teams in a group of global sites
- Promotes customer centric, "can do" culture
- Perform KYC quality review checks on a number of On-Board and Review KYC files
- Assist both Review and Onboarding Team Leaders with monthly PS checks and any GPS / Month checks implemented
- Produce monthly MI regarding both quality and PS checks
- Identify areas of improvement (control and process efficiency) and participate in the implementation of new controls across teams and processes

Qualifications for VP, quality assurance

- Extensive experience in mortgage servicing required
- Minimum of 5 years experience in auditing and/or quality assurance required

- Advanced knowledge of software testing and defect tracking tools to include test automation
- Basic knowledge of code and DBMS structures, FTP, SQL, scripting, batch jobs
- Knowledge of Change Control and Release Management best practices