

Quality Assurance Manager Job Description

Duties and Responsibilities:

- Devise and establish a company's quality procedures, standards, and specifications
- Review customer requirements and make sure they are met
- Work with purchasing staff to establish quality requirements from external suppliers
- Set standards for quality, as well as health and safety issues
- Ensure production/manufacturing processes meet national and international standards
- Establish and maintain controls and documentation procedures
- Look at ways to reduce waste and increase efficiency
- Define quality procedures in conjunction with operating staff
- Monitor performance by gathering relevant data, as well as produce statistical reports
- Give suggestions on change and improvement to make and how to implement them
- Use relevant quality tools and make sure managers and other staff understand how to improve the business
- Make sure the company is working as effective as possible to keep up with competitors
- Specify quality requirements of raw materials with suppliers
- Work with operating staff to establish procedures, standards, and systems
- Always direct objectives to maximize profitability
- Provide support for released products, evaluate product field performance and reliability and recommend corrective and preventive actions
- Manage the selection and development of people, resources, and budgets necessary to perform the functions of the department.

Quality Assurance Manager Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become a quality assurance manager, you require a degree in courses such as business administration, materials science, process engineering, and production engineering. It also requires a proven experience in a quality assurance position or any other related role
- **IT Skill:** QA managers must have good knowledge of Microsoft Office and databases
- **Communication Skill:** They must have an outstanding communication skill, both verbally and in written form
- **Leadership ability:** They must have excellent organizational and planning skill for proper running of an organization.