

# Quality Director Job Description

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- Manage a department or unit where quality assurance is being implemented
- Monitor the plant and its processes to ensure that all procedures are being followed
- Review reports and records for accuracy, which will be submitted to the quality manager
- Conduct meetings with employees within the department to discuss any issues regarding quality management. This can be done at department level or at level of a project, product or services
- Train and supervise employees in their jobs
- Assist employees to solve problems, using quality management techniques
- Ensure that the quality of goods and services produced by the plant is in line with company standards and objectives for the product or service provided
- Ensure that methods of production are safe for both workers and the environment
- Confer regularly with other staff members to discuss quality problems and possible solutions
- Keep abreast of new procedures or techniques through training, reading and other relevant activities so that you are aware of how best to approach quality issues as they arise
- Consult with the quality manager and other personnel to design quality strategies and goals for the department, which will be implemented by employees
- Plan and develop a budget
- Monitor costs to ensure they are within budget, while ensuring good quality
- Present reports to management on progress in the implementation of quality systems

- Help to promote the implementation of quality systems throughout the company
- Develop and implement policies relating to all operations in accordance with company objectives. Ensure these policies are adhered to by personnel under your supervision and that appropriate records are kept for future reference
- Keep management informed on product quality and any concerns that may influence this measure, such as complaints from customers or suppliers, etcetera.