

JOB DESCRIPTION OF QUALITY MANAGER

Objective:-

Managing and overseeing the daily operations of the accounting department. Establishing and enforcing proper accounting methods, policies and principles.

Key Activities:-

- 1. Develops, implements, and manages processes to ensure that products meet required specifications for quality, function, and reliability prior to delivery.**
- 2. Identifies and sets appropriate quality standards and parameters for products.**
- 3. Communicates quality standards and parameters to QA team, product development team, and other appropriate staff.**
- 4. Coordinates product testing processes.**
- 5. Participates in product testing.**
- 6. Identifies and analyses issues, bugs, defects, and other problems, particularly when problems recur in multiple products; recommends and facilitates solutions to these issues.**
- 7. Reviews client, customer, and user feedback.**
- 8. Maintains compliance with central, state, local, and organizational laws, regulations, guidelines, and policies.**
- 9. Performs other duties as assigned.**
- 10. Hires and trains quality assurance staff.**
- 11. Oversees the daily workflow and schedules of the department.**
- 12. Conducts performance evaluations that are timely and constructive.**
- 13. Handles discipline and termination of employees in accordance with company policy.**

Skills Required(Job Specific):-

- 1. Excellent verbal and written communication skills.**
- 2. Excellent interpersonal and customer service skills.**
- 3. Excellent organizational skills and attention to detail.**
- 4. Proficient with Microsoft Office Suite or related software.**
- 5. Good Knowledge of Material Testing**

Education:-

Bachelor's degree in Business, Engineering, or field related to the products being developed required. Excellent math abilities and working knowledge of data analysis/statistical methods.

Experience:-

5 plus years of experience as similar role

Age:-

25-30 YEAR

Gender:-

Male/Female