

# Quality Assurance Director Job Description



*This quality assurance director sample job description can assist in your creating a job application that will attract job candidates who are qualified for the job. Feel free to revise this job description to meet your specific job duties and job requirements.*

**Description:** Quality Assurance Director

**Quality Assurance Director Job Purpose:** Assures quality products and processes by establishing and enforcing quality standards; testing materials and product.

**Quality Assurance Director Job Duties:**

- Establishes quality and reliability standards by studying product and consumer requirements with other members of management and with production operators, technicians, and engineers.
- Establishes raw material standards by studying manufacturing and engineering requirements; conferring and negotiating with suppliers; devising testing methods and procedures.
- Establishes in-process product inspection standards by studying manufacturing methods; devising testing methods and procedures.
- Establishes standards for the disposition of finished product by devising evaluation tests, methods, and procedures.
- Establishes rework standards by devising inspection and physical testing methods and procedures.
- Establishes product quality documentation system by writing and updating quality assurance procedures.
- Maintains product quality by enforcing quality assurance policies and procedures and government requirements; collaborating with other members of management to develop new product and engineering designs and manufacturing and training methods.
- Prepares product and process quality reports by collecting, analyzing, and summarizing information and trends.
- Completes quality assurance operational requirements by scheduling and assigning employees; following up on work results.
- Maintains quality assurance staff by recruiting, selecting, orienting, and training employees.
- Maintains quality assurance staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by preparing the quality assurance budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.

**Skills/Qualifications:** People Management, Analyzing Information , Reporting Research Results, Technical Understanding, Promoting Process Improvement, Developing Standards, Managing Processes, Manufacturing Methods and Procedures, Dealing with Complexity, Problem Solving, Process Improvement

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