

	Position Description For: Specialist of Quality Systems	Job Code:	Hourly	Salaried	Direct	Manager Approval
		Grade	Date Revised		Indirect	HR Approval

Position Summary: Under limited supervision, this position is the lead quality representative for a client site. This position manages the overall development and implementation of a client’s quality system.

Essential Functions: The Specialist of Quality Systems is responsible for:

- Initiate and manage all changes to the quality system. This position must understand the total impact of any and all design changes to the quality system and end product.
- Lead the design, structure and implementation of the client’s quality system.
- Function as the Client’s quality representative, including managing daily quality operations.
- Manage the client relationship including all aspects of communication between Reglera and the client.
- Perform as a client team member while also integrating multiple off-site contractors to a single project.

Other Responsibilities: The Specialist of Quality Systems is responsible for:

- Ensuring adherence to quality policies and SOPs as needed in a manner that creates total team buy-in.
- Working independently under direct supervision to Reglera and indirect supervision to the client site.

Education, Training, and Skill Recommendations/Requirements:

- 3-5 years experience in quality assurance and/or quality systems
- BS degree required; engineering or science discipline strongly preferred
- Previous work experience should include product development and/or manufacturing quality systems.
- Previous work experience in medical device industry is highly preferred; the pharmaceutical industry is acceptable.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.