# Example of Project Quality Manager Job Description

Our innovative and growing company is looking to fill the role of project quality manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project quality manager

* Define types of data, prep, environment prep required for testing
* Facilitate testing meetings status meetings with key stakeholders
* Non prod environment data coordination requires knowledge of back end systems and relationships with backend system testing teams
* Provide up-to-date test metrics and statuses for the project and release level testing
* Flexibility to step in on manual or automated testing when needed
* Works as liaison between IT and clinical disciplines to ensure accurate communication about requested information and that the most effective and efficient process efforts are achieved
* Verify contractor quality requirements are specified to vendors and contractor documentation submittals
* Attend all pre-bid meetings and coordinate all project requirements with the project bidders
* Attend client quality management meetings
* Ensure the project quality system management documentation prior to project commencement are prepared

## Qualifications for project quality manager

* Bachelor's degree (Engineering or Business) or equivalent experience
* Managing and prioritizing multiple data driven projects simultaneously
* Experience with, and knowledge of, hospital regulatory standards and related activities- Required
* 5-10years or more years of experience in Management- Preferred
* Assume responsibilities for the success of assigned projects or portions of projects
* Promote individual professional growth and development by meeting requirements for mandatory/continuing educations