



AZERBAIJAN

COOPERATION

UNIVERSITY

## Job Description

### **Job Title: Quality Assurance Manager**

**Job Description:** This position reports to the Rector of the University and interfaces with top managers , administrative staff ,students ,alumni and HR staff to establish procedures and quality standards and to monitor these against agreed targets.

### **The exact type duties of quality assurance manager, typical responsibilities**

- Determining , negotiating and agreeing on –in house quality procedures, standards and specification
- Investigating and setting standards for quality
- Working with operating staff to establish procedures, standards and systems
- Determine training needs
- Recording, analyzing and distributing statistical information
- Monitoring performance
- Ensuring that manufacturing processes comply with standards, systems and procedures

### **Job Title: Head of Quality Assurance Center**

### **General Purpose**

Responsible for ensuring a product or service meets the established standards of quality including reliability, usability and performance required for distribution and the market.

### **Main Job Tasks, Duties and Responsibilities**

- draft quality assurance policies and procedures
- interpret and implement quality assurance standards and procedures
- evaluate adequacy of quality assurance standards
- devise sampling procedures and directions for recording and reporting quality data
- review the implementation and efficiency of quality and inspection systems
- plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality
- collect and compile statistical quality data
- analyze data to identify areas for improvement in the quality system
- prepare reports to communicate outcomes of quality activities
- identify training needs and organize training interventions to meet quality standards
  - evaluate audit findings and implement appropriate corrective actions
- monitor risk management activities
- assure ongoing compliance with quality and industry regulatory requirements

### **Job Title: Quality Assurance Specialist**

**Job Description:** quality assurance specialists perform quality tests during production to identify and correct any work-in-progress issues.

They create and implement monitoring processes and ensure that production employees are adhering to standards and safety guidelines.

Quality assurance specialists observe operations and make suggestions for improvements to minimize errors and defects in processes

They also create operation manuals and training materials that outline operation processes and any updates to procedures or practices within the improvement of the process..