Sample Guide: Job Description for
Quality Assurance & Training Management Officer (QATMO)

- Formulate, monitor & review policies, processes and systems to ensure compliance requirements are met.
- Develops QA manual to support the fulfilment of the company's roles and responsibilities as a training provider
- Develops necessary tracking mechanisms to ensure operational compliance to the QA manual
- Maintenance of QA manual & system, monitor regulations & policies and ensure compliance
- Conduct periodic internal audits of various departments and submit reports to ensure regulatory compliance, quality and efficiency.
- Works with various stakeholders to ensure effective implementation of the QA system including conducting presentations, training and coaching interventions
- Constantly explore trends impacting the industry and identify strategies to keep the company future-ready e.g. digitalisation