

Quality Management System Coordinator

Deadline:

15-08-2026

Metroselskabet is looking for a structured, communicative, and motivated professional with at least 3 years of experience in Quality Systems Management to support the development of our new process and quality management system.

Contact person:

Lilia Hanana

Position type:

Fuldtid

The role is anchored in the QA and Compliance Team within the Engineering Unit, with formal line management by Team Manager Lotte Maj Steffensen and day-to-day functional support and direction from the Project Lead.

About the role

As Quality Management Systems Coordinator, you will play a key role in creating value by helping Metroselskabet build a structured, coherent and practical foundation for the company's Quality Management System.

The project aims to connect all processes — from development and design through construction, operation and reinvestment — by describing roles and responsibilities clearly, strengthening interface management and enabling better decision-making across the organization. By supporting the development and maintenance of the Quality Management System, coordinating with process owners and helping ensure consistency in how processes are documented and implemented, you will contribute directly to a more transparent, efficient and well-governed organization

Your main responsibilities

You will, among other things:

- Support the development and maintenance of the Quality Management System
- Coordinate process review workshops with different process owners
- Support process owners in developing and updating their documentation
- Review processes to ensure the quality of information and the overall consistency of the system
- Carry out internal audits to ensure implementation of the processes
- Organise and perform training on the Quality Management System for employees

Your profile

We imagine that you:

- Have at least 3years of experience in Quality System Management
- Are structured, communicative, and motivated
- Demonstrate clear communication and effective coordination skills
- Have knowledge of process digitalisation
- Are fluent in English
- Are internal auditor certified, or bring relevant audit experience

What we offer

In this role, you will have the opportunity to contribute to the development of a new Quality Management System that will support Metroselskabet across the full lifecycle of our projects and operations. You will work closely with colleagues across the organisation and play an important part in creating clearer processes, stronger interfaces and better decision-making. We offer a role with professional responsibility, cross-functional collaboration and the chance to help shape a practical and value-creating quality framework in an organisation with a strong public purpose.

Application deadline

Please submit your application **no later than 15 August**.

For any questions about the role you may contact the Project Lead, Lilia Hanana
(liha@m.dk)