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# Example of Assurance Director Job Description

Our growing company is searching for experienced candidates for the position of assurance director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assurance director

* Ensures accurate measurement and reporting supporting management decision making
* Conducts continuous quality improvement activities, recommends improvements, and measures results
* Develops and maintains collaborative, productive working relationships
* Monitor adherence to best practices in tax compliance
* Increase efficiency and timeliness of compliance function
* Schedule compliance work and deploy resources to their highest and best use
* Develop and manage individual development plans for the tax staff
* Develop, coordinate and lead tax technical training
* Assist with detailed compliance review
* Understand and maximize various tax software platforms utilized

## Qualifications for assurance director

* Participate with the Quality Assurance team in defining and managing quality assurance processes and procedures
* Work very closely with the development to understand the product features and mentor other team members
* Requires BS/BA in a scientific discipline with 10+ years of related experience in the pharmaceutical/biotech industry
* 10 years of relevant pharmaceutical industry experience with a minimum of 4 years of GCP compliance experience
* In-depth knowledge of and ability to interpret and apply GCP, GLP, EU, FDA and ICH regulations and guidelines
* Experience with regulatory inspections and inspection readiness (EU experience and experience with pharmacovigilance QA is a plus)