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# Example of Assurance Senior Associate Job Description

Our company is growing rapidly and is looking for an assurance senior associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assurance senior associate

* Provide an independent Quality assurance review of relevant project and operational documents
* Comprehend internal and external audit findings through similar projects and establish appropriate mitigations at BMW
* Contribute to internal Quality audits and pre approval inspection post approval inspections
* Prepare, review, implement and maintain project documentation for governance activities and regulatory submissions
* Contribute to project changes and quality risk management activities
* Ensure all project quality outputs comply with relevant regulatory requirements
* Participate in the assessment of project based events and deviation management
* Assists with the review and approval of all quality documentation SOPs
* Assists in the evaluation of failure through notice-of-event (deviation) reports
* Coordinates and performs, as required, internal and external audits of contract manufacturers and vendors

## Qualifications for assurance senior associate

* Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials
* Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate reference books and manuals
* 1+ years of experience serving clients in the insurance industry
* Bachelor’s degree in life sciences or related field preferred
* Quality Auditor certification, or equivalent, is preferred
* Coordination with distribution (product returns, managed quarantines, communicated product releases