Downloaded from <https://www.velvetjobs.com/job-descriptions/assurance-services>

# Example of Assurance Services Job Description

Our company is growing rapidly and is looking to fill the role of assurance services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assurance services

* Participate in the budget process All other duties, as assigned
* Lead and develop a high-performing team of audit professionals
* Review, analyze and interpret processing of various complex application reviews though account reviews and email communications for quality and compliance on mandated polices and guidelines
* Interpret and apply current policies, procedures, and guidelines to evaluate quality performance of employees
* Provide both verbal and written feedback to employees, supervisions and management routinely on the quality of performance being provided
* Conduct in depth analysis of accounts and data, apply critical thinking data at an individual and organizational level and present findings on trends, opportunities for training and coaching, and recommendations on process gaps
* Update databases to analyze (QA) data, identify trends, and generate reports/presentations for various levels of management
* Provide training support by facilitating training sessions and providing suggestions on training content
* Coordinate and facilitate work processing calibration sessions for CCC staff and/or other stakeholders
* Provide application processing support during high volume periods

## Qualifications for assurance services

* PMP (PMI) certification required
* Quality certification expertise
* Willing to travel within the Americas up to 30% for quality audits, coaching and connecting with local management
* Experience in Employee Benefit Plan Audits preferred
* Well versed in American English, both spelling and grammar
* Able to research across multiple systems to verify information used to service customers during contacts