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# Example of Audit Trainee Job Description

Our innovative and growing company is looking for an audit trainee. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for audit trainee

* To act as the first point of contact for any technical / certification compliance queries that customers may have
* Produce quotations for changes to the scope of certification for existing customers and to implement these changes once agreed
* Gather and review test evidence and audit results and to make certification decisions on behalf of BM TRADA
* Play a key role in supporting small teams in assignments including developing project plans, allocating resources, and leading staff members
* Experience of leading / handling SOX and Audit engagements
* Experience in transitioning controls from customer to outsourced vendor and managing it until stabilization in the outsourced environment basis the scope of work being transitioned
* Ability to perform process risk assessment and design controls for gaps noted for open risks
* Ability to design and assess process and controls and drive improvements
* Experience in service delivery, team handling, work with all levels of staff and supervision of team members
* Process mapping experience in Visio/ Word/ PowerPoint

## Qualifications for audit trainee

* Abilitati foarte bune de comunicare (verbala si scrisa) si de a construi cu usurinta relatii
* Atentie la detalii, spirit organizatoric si orientare spre rezultate
* Strong drive for results superior communications and teamwork skills to be able to gather information from BNSF employees to identify and resolve problems
* Degree in Computer Science, Information Technology, Geographic Information Systems (GIS), Decision Science, Computer or Software Engineering, Management/Business Information Systems, Electrical Engineering, Data Science and Analytics, OR any other Technical/Engineering related degree
* Experience with of the following programming languages and tools such as Java, C/C++, .Net(C#), ABAP, HTML5 and/or COBOL
* To possess strong analytical skills and be able to work under pressure (when needed)