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# Example of Compliance, Associate Director Job Description

Our company is growing rapidly and is hiring for a compliance, associate 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 compliance, associate director

* Serve as proxy to Regulatory and Consumer Affairs (RCA) team leader
* Work to ensure that our Claims Department Standard Operating Procedure Manual remains current
* Direct accountability for department’s NCQA program
* Ongoing proxy and backup for Director of Compliance
* 12+ Years with BS/BA 10+ Years with MS/MA or MBA of pharmaceutical/biotech industry experience, including leadership roles in marketing and expertise in HCP promotions
* Experience with specialty markets a must
* Proven track record of high performance including managing a field-based Team
* Strategic thinker with ability to develop and implement multidimensional business plans
* Skilled at driving execution of plans and tactics
* Demonstrated understanding of pharmaceutical regulatory requirements and impact on development of materials for Field-based Team

## Qualifications for compliance, associate director

* 5 to 8 years of experience in combined public accounting firm and private industry, or 5 years with Public Accounting preferred big 4
* Experience in SEC reporting and M&A is desired, Strong writing skills a plus
* CPA license is mandatory
* Biopharmaceutical Industry a plus
* Ability to assist and supervise the coaching and administrative staffs in situations that may involve rules violations
* Ability to supervise and evaluate staff