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# Example of Corporate Compliance Job Description

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

## Responsibilities for corporate compliance

* Develop, implement and maintain periodic reviews of these systems and implement corrective actions as appropriate
* Work in partnership with all departments (i.e., Research and Development, Engineering, Technical Services, Manufacturing other applicable functions), to develop processes and procedures related to quality compliance for cGMP activities
* Participate in and contribute to vendor development and qualification program
* Develop, implement and maintain a robust Internal (Self Inspection) auditing program in line with cGMP expectations
* Coordinate regulatory, customer, vendor audits and to make sure that the all the audit observations are adequately addressed
* Actively participate in Management Review Board (MRB)
* Review and authorize (Approve/Reject) Quality System tasks on behalf and / or in the absence of Director of Quality or designee
* Monitor and drive corporate DEA inspection readiness at all times through ensuring DEA compliance to regulatory requirements any other statutory rules applicable in the development, manufacturing and packaging of products
* Develop, implement and maintain DEA compliance strategies to be in line with the business goals
* Work in partnership with all departments (i.e., Research and Development, Engineering, Technical Services, Manufacturing other applicable functions), to develop processes and procedures related to quality compliance for DEA activities

## Qualifications for corporate compliance

* Liaise with HKMA on any regulatory inquiries, audits and examinations
* Have sound knowledge in trade finance, cash management, loans products
* Have good understanding of the regulatory framework for the investment and corporate banking space
* Can demonstrate the ability to initiate change, think strategically, and continuous improvement
* Professional designations an asset
* Ideally will have previous experience within Corporate Banking and Compliance Advisory