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# Example of Global Compliance Operations Job Description

Our company is hiring for a global compliance operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for global compliance operations

* Drive strong communication and training programs to drive employee awareness about their integrity obligations and confirm effective delivery and work proactively with all team members to drive compliance communications and guidance, assuring customer satisfaction, including leading any regional Compliance Review Board
* Be a key member of the Global Compliance Leadership Team (GCLT) and acts as Deputy to the Chief Compliance Officer when necessary
* Lead GMA CIA compliance reporting consolidation and drive business efficiencies across the GMA Compliance Program
* Partner with operations managers during internal and external audits to include SOX, SOC1, and Compliance reviews
* Lead multiple strategic and/or operational initiatives within Global Compliance
* Play a vital role by working with business leaders to design, implement and evaluate the effectiveness of enterprise-wide compliance projects, programs and processes
* Lead the direction, planning, and execution of Global Medical Affairs (GMA) Compliance Operations across all Therapeutic Areas (TAs) and functional teams, including marketed and pipeline assets
* Accountable for the ongoing revision and development of policies and procedures that ensure GMA Medical Affairs practices are within FDA and Regulatory guidance and compliance
* Ongoing management and optimization of technology, automation, resource management, and reporting across multiple teams required to achieve compliance standards
* Assist in driving the agenda to build out a strong DOI support presence across the APAC region

## Qualifications for global compliance operations

* Strong knowledge of public record databases including
* 5+ years experience managing people in an Operations role
* Broad understanding of data and its relative concepts (Measures , Dimensions )
* Advanced proficiency with Microsoft Excel including the ability to create a pivot, run a macro, and use shortcuts and Control keys
* The candidate must be a self-starter who is able to work in a fast paced, results driven environment and capable of communicating and escalating appropriately across a large senior audience
* Proficiency with Microsoft Office Word and PowerPoint