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# Example of Leader Compliance Job Description

Our innovative and growing company is hiring for a leader compliance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for leader compliance

* Managing the orders on hold in internal system
* Reviewing booked orders for SOX compliance
* Obtaining all relevant documents for audit and ensuring all approvals levels are gained
* Working with the Revenue Accountant on high value orders for audit review
* Monitor credit and expense requests
* Supply daily reports to alert the Order Entry team of DPL screen holds/ GM-Recheck Holds and ensure these are managed in a timely fashion by the team to prevent shipping backlog
* Develop and provide reference tools and processes for the region
* Working with the global systems/IT team to assist rolling out new processes to the team and ensure training is provided
* Willingness to work non-standard working hours [between 3 pm -11 pm Polish time]
* Develop programs to improve, test, audit and monitor new and existing technologies to ensure S&P regulatory and business requirements are met

## Qualifications for leader compliance

* International travel is a requirement
* Significant travel is expected
* Support to Ombuds - Coordinate with region/global business Ombudsperson and local ombuds to
* Excellent and demonstrated project management skills and attention to detail in leading projects and activities in a global organization
* Client orientation with a constructive approach to resolution of issues
* Ensuring the factory Quality Management System and associated activities are in compliance with current good manufacturing practice (cGMP), market regulations, regulatory licence requirements and RB Business Management System