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# Example of Principal Specialist Job Description

Our company is looking to fill the role of principal specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for principal specialist

* Provides leadership to the team and manage in different environments
* Schedule, plan, and prepare for external supplier and contractor audits on behalf of BI pharmaceutical world functions, including Operations, Development, Biopharma and Animal Health, internal audits of BIVI and other BI operating units Operations, Development, Biopharma and Animal Health divisions
* Lead and conduct audits of external suppliers and contractors on behalf of the BIV-US facilities and external suppliers and contractors on behalf of the BI manufacturing world, including Operations, Development, Biopharma, and Animal Health
* Create and issue the audit report for each audit to submit to BIVI management as a means to ensure SOP(s), facilities, systems, processes and studies conform to applicable cGMP, Good Laboratory Practices (FDA, USDA, EU), Good Clinical Practices (FDA), and/or Guidance Documents (FDA, USDA, EU) internally and for external
* Perform follow-up actions and oversee investigations of compliance issues noted during audits and inspections or otherwise observed or reported
* Perform follow-up actions, including over-site of compliance issues noted during audits and inspections or otherwise observed or reported
* Resolve quality concerns and implement quality improvements by meeting with other department Managers, Staff Managers to assure current methods, procedures or SOP’s meet current standards
* Mentor and train other BI auditors regarding auditing skills and current and future quality and regulatory trends as part of BI global supplier auditor training
* Enable global quality overview of BI suppliers, challenge their status and identify gaps/risks for BI's Supply Chain Integrity
* Functions as trainer for Quality Specialists and provides mentoring in collaboration with the Head of Standards & Processes Governance

## Qualifications for principal specialist

* Perform malware analysis and other attack analysis to extract indicators of compromise
* Implement and manage tools and technologies for indicators of compromise and other threat intelligence
* Communicate status of response, resolution and final root cause analysis to the appropriate stakeholders on a regular basis
* Ensure that, where appropriate, all forensic investigations are recorded and tracked to meet audit and legal requirements
* Mentor and train more junior analysts in intrusions and intelligence-driven network defense techniques and skills
* Communicate effectively with representatives of EA business units, technology specialists, and vendors