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# Example of Quality & Audit Job Description

Our innovative and growing company is hiring for a quality & audit. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for quality & audit

* Undertake the lead or support of specific projects as directed by line management
* Participate in cross-departmental monitoring, audit and other project activity
* The Audit and Quality Specialist will also support the broader work of Business Improvement and Regulation by working flexibly across the various functions of the division, including investigations into cases of appeal, malpractice, maladministration and breaches of security, regulatory monitoring, business continuity and data protection, when required to do so
* Of the process analysis and resolution steps
* Working with the Quality Management peer group and CS Management Team, identify common themes and performance trends, and make recommendations to address weaknesses
* Assisting with the provision of appropriate management information to the Head of Audit and Quality, the Director of Business Improvement and Regulation and other senior management as required
* The Audit and Quality Specialist will also support the broader work of Business Improvement and Regulation by working flexibly across the various functions of the division, including investigations into cases of appeal, malpractice, maladministration and breaches of security, regulatory monitoring and business continuity, when required to do so
* The Senior Audit and Quality Specialist will also support the broader work of Business Improvement and Regulation by working across the various functions of the division, including investigations into cases of appeal, malpractice, maladministration and breaches of security, regulatory monitoring and business continuity when required
* Designs And Manages The Creation Of Policies And The Implementation Of The Strategies To
* An understanding of the technical aspects of the areas being audited – understand the process, operational terminology

## Qualifications for quality & audit

* Support the Audit and Quality team in ensuring compliance with internal procedures, regulatory requirements and external business standards such as ISO9001 (Quality Management), ISO27001 (Information Security) and ISO22301 (Business Continuity)
* To monitor and update team logs to ensure that cases and actions are completed within the agreed timescales
* To provide high quality administrative support to the Head of Audit and Quality, Audit and Quality Manager or Senior Audit and Quality Specialist
* To support specific projects as required by line management across Business Improvement and Regulation
* Collate management information for Management Review as required by the Head of Audit and Quality, Audit and Quality Manager and Senior Audit and Quality Specialist or other senior management within Business Improvement and Regulation
* Two years’ work experience in a Quality inspection/auditing role in pharmaceutical ,cosmetics or FMCG environment preferred