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# Example of Quality & Audit Job Description

Our innovative and growing company is looking for a quality & audit. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality & audit

* Ensure personal training is completed on time for all global quality policies, standards and procedures
* Participate in inspection preparation activities at sites prior to significant inspections as required, including inspector profiling and 483 and EIR trend review
* Be a role model for Takeda-ism and provide positive representation of Takeda when dealing with external partners
* Engage and support appropriate projects such as Inspector Reviews, FDA 483 reviews as required
* Partner with Quality functions such as Global Compliance to understand points of emphasis during upcoming audits such as Quality Systems performance and alignment on Quality Culture
* Ability to clearly communicate QC findings and provide coaching to associates
* This position is required to assess and provide a clear vision of compliance across the SM Global Sites
* Develop and deploy the shared audit program
* Responsible to develop annual risk-based audit schedule across all Medical division sites
* Ensure SMRAC audits are performed in accordance with global SMRAC Audit program to ensure that all Sites and global processes receive SMRAC Audits appropriate to assessed compliance risk, business needs and local needs

## Qualifications for quality & audit

* GMP/ GDP Regulations ANSM, USFDA, EU, WHO
* 5 – 10 years’ experience with Global Quality systems conducting audits within a GMP environment
* Ability to multi-task and function independently as required
* Extensive knowledge of Canadian GMPs/GCPs FDA and international guidelines and regulations
* Oversee annual delegated program evaluations, program descriptions, policies & procedures
* Independent Certifications desired