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# Example of Quality & Audit Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of quality & audit. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for quality & audit

* Perform or aid in the team effort performing due diligence audits of prospective acquisitions
* Provide appropriate feedback of findings from Audits, highlighting areas for concern to the Director of Government Relations and Compliance
* Rigorously monitor responses to all Regulatory Audit and Compliance findings to ensure effectiveness of actions and assist in resolutions where requested and appropriate
* Acts as the first point of contact for escalated issues coming in to his/her work group to provide resolution to internal business partners and external customers
* Creates and maintains up to date training materials and audit reports as needed
* Delivers training to team members as needed to meet department objectives
* Performs audits on various functions for team members by applying expanded knowledge obtained from the role
* Provides responses and a diverse range of information to team members without supervision
* Recognizes increasingly complex issues/concerns for assigned area(s) of responsibility, explains effect on the work unit, and suggests process improvements
* Provide guidance and leadership on all Internal Audit matters product compliance to the facility

## Qualifications for quality & audit

* Experience with FDA and international regulations (pharmaceutical and/or device, , 21 CFR 812, 50, 54, 56, 820, ISO 13485, ISO 14155) and/or experience in Quality System regulations
* Travel with colleagues and manager as requested
* Seven+ years of current and/or recent financial statement audit experience within a public accounting firm with demonstrated supervisory experience and SEC issuer inspection experience
* Ability to read and follow a documented SOP
* 2+ years experience with billing OR insurance processes
* Ability to create and modify spreadsheets within MS Excel