



# Example of Associate, Auditor Job Description

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Our innovative and growing company is looking to fill the role of associate, auditor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate, auditor

- Work closely with regional teams in providing support of location governance and control agenda
- Coordinate and implement cross-LOBs projects (ABIA/NBIA/location DD... etc.) and keep tracks any strategic and tactical initiatives
- Perform quality assurance, risk management, country governance, and controls related matters
- Maintain and track the responses to official letters regularly
- Work with regional GP team on philanthropy and CSR events
- Required local/international travel up to 20%
- Analyze and evaluate documentation, reports, data, evidence, ensuring audit conclusions are well-documented
- Ability to lead and be a team member undertaking all phases of the internal audit cycle including
- Responsible for the coordination and oversight of contracted audits to ensure that they are conducted in compliance with company standards, Health Authority (HA) guidelines, regulations and therapeutic area (TA) strategies
- Manages the planning and reporting of contracted BRQA audits of activities, data, internal and external facilities and processes in GxP/non-regulated areas

## Qualifications for associate, auditor

- Basic knowledge of banking regulations
- Bachelor's Degree with a concentration in accounting, finance, computer

- Must have good written and oral communications and be able to work well with others in the department and with audit customers
- Foreign language skills, particularly French, Spanish or Chinese, would also be desirable
- The Senior Internal Auditor is expected to work towards a professional designation such as CPA, CMA, or CIA