



Example of Compliance Engineer Job Description

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Our growing company is searching for experienced candidates for the position of compliance engineer. 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 compliance engineer

- Prepare test plans based on electrical schematics, execute, and document results of laser eye safety, Declarations of Conformance, flammability, for transceiver products
- Write/update simple test code to automate and control test conditions
- Work with various safety agencies to obtain certifications and test reports
- Generate laser product reports for new products and annual laser products shipment report for the FDA
- Coordinate with marketing and development to assure that safety certificates are available at key milestones in the development process
- Work with our manufacturing sites on factory audits
- Maintain and update safety certifications as needed
- Provide input to create and implement regulatory compliance plans for product development programs
- Participates with compliance plan reviews and safety design review meetings for products, early in the design cycle
- Assist in maintaining organizational readiness for internal and external audits of the quality system

Qualifications for compliance engineer

- Degree in Mechanical Engineering or similar relevant discipline
- Previous experience in a similar role/environment

- IT Literate, Experience of Microsoft Applications and Lotus Notes domino systems are all preferred
- Be highly numerate, analytical and prepared to challenge the business