



## Example of Compliance / Quality Specialist Job Description

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Our company is growing rapidly and is looking for a compliance / quality specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for compliance / quality specialist

- Monitors remediation/CAPA activities
- Independently serves as Quality Compliance representative in decision making and conflict resolution with junior team members as needed in the absence of the department head
- Serves as Subject Matter Expert for internal or external matters
- Mentors, trains and coaches new auditors as required and supports the development and implementation of training programs
- Assists in the Foreclosure Mitigation Quality Control and Compliance review processes by assisting with review of contractor reports, Grantee audit reports, Grantee site visit reports and responses of Grantees
- Provides direct customer service to Foreclosure Mitigation Grantees by responding to telephone calls, email inquiries and requests for information
- Contact for on-site client visits
- Responsible for the development and mentoring of junior and mid-level staff members
- Responsible for development, modification, implementation and execution of Quality Assurance programs (GMP, CFIA, ) in Distribution Centres
- Perform root cause analysis, investigations, related to NCEP and CAPA issues

### Qualifications for compliance / quality specialist

- Knowledge Medical Device/Combination regulations

- Ability to overcome discrepancies in interpretation of quality and compliance requirements
- Ability to influence and negotiate areas of GMP regulatory requirements and expectations
- Ability to enter into highly different cultural and regulatory backgrounds worldwide