Example of Compliance / Quality Specialist Job Description

Our innovative and growing company is looking to fill the role of compliance / quality specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for compliance / quality specialist

- Handle GMP documentation maintenance, storage, and archival process, including the daily activities supporting this process
- Participate in the development and implementation of GMP and Quality & Compliance processes and procedures
- Participate on and perform internal assessments of R&D GMP processes and areas
- Participate in inspection readiness activities
- In collaboration and consultation with the members of the Research Compliance team within the Office of Research, develop, implement and maintain educational training programs, coordinate educational content, and incorporate current technology with the aim of raising awareness amongst, and training and educating all stakeholders in all areas of research compliance and responsible conduct of research
- Evaluate training initiatives using tests, questionnaires, and/or other evaluation methods to measure the effectiveness of curricula, and use the evaluation outcomes to inform future educational initiatives
- Serve as the lead of an Imaging Quality and Safety Committee and participate as a team member on various institutional and departmental committees
- Facilitate meetings, develop action plans, and hold stakeholders accountable for applicable QAPI initiatives
- Lead efforts to extract new data/reports specific to quality and safety from

- Analyze and compile data into professional presentation and reporting formats

Qualifications for compliance / quality specialist

- BS in chemistry, biology or related field with 2+ years' experience in leading investigations/change controls in a cGMP environment
- Requires BS/BA in scientific discipline or related field with 3-5 years of related work experience in pharmaceutical or related industry
- Working knowledge or experience with audit techniques, concepts and standards
- Willingness to obtain other certifications, if required
- Demonstrated knowledge of and adherence to federal, state, and other regulatory standards, requirements, and guidelines related to clinical trials research
- Strong working knowledge of ongoing monitoring techniques (including criteria development and trending)