



Example of Compliance / Quality Specialist Job Description

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Our company is searching for experienced candidates for the position 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

- Provide input, based on understanding of international standards and regulations, to business unit and/or corporate quality initiatives including special projects, such as designing and/or recommending systems, procedures
- Provide input and may lead projects, based on understanding of international standards and regulations, to business unit and/or corporate quality initiatives including special projects, such as designing and/or recommending systems, procedures
- Partner with Biomedical Engineering to ensure device calibration/compliance
- Participates in clinical research activities and assists with regulatory and compliance-related tasks
- Customer Service and Technical Assistance
- Assist with the initiating and reviewing of fund recapture and/or de-obligation procedures as necessary and follow-up with grantee to resolution
- Assist with the development of future grant rounds, including application and user guide design and development, coordinate and assist in delivering pre-application information sessions to explain application process and criteria, and study grant recommendations and impact analysis
- Provide training to grantees (via WebEx and other methods) to ensure understanding of project requirements
- Perform delegated responsibilities as designated by the supervisor in his/her absence

Qualifications for compliance / quality specialist

- Demonstrated ability to work in a team-based, collaborative environment
- Ability to extract data and run reports from databases
- Ability to prioritize and coordinate multiple work activities in a fast-paced team environment and meet critical deadlines
- 10% potential domestic or international travel
- Must have experience in environmental compliance, air permitting
- Title V air quality permitting