



Example of Compliance / Quality Specialist Job Description

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Our company is looking to fill the role of compliance / quality specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for compliance / quality specialist

- Monitor, evaluate and maintain knowledge of industry standards and recommended practices for management systems
- High degree of computer literacy including excellent written and oral communications skills preferred
- Ability to identify Compliance Risks within responsible area
- Six Sigma, Process Improvement, and or Flow Mapping experience preferred
- Performs phone quality reviews
- Manage the Corrective Action Request (CAR) system and hold regular meetings to discuss them oversee the timely completion of all Root Cause and Corrective Actions, interfacing with customers whenever needed
- Ensure that during the life-cycle of all projects relevant to lab compliance and continuous improvement, support is provided to all activities required to deliver results in a timely manner
- Evaluate the appropriateness and effectiveness of corrective actions
- Collaborate with team members and/or management to plan annual audit schedule, determine and assign SMEs to audits, establish audit content, allocate time, and schedule meetings
- Execute audits considering scope to assure efficient and effective use of scheduled time allocations

Qualifications for compliance / quality specialist

- 5 or more years of work experience in Quality Assurance (food safety could

- Undergraduate degree in food science is considered an asset
- Coordinate special projects within the area/division
- Ability to oversee temporaries and permanent personnel on temporary assignment to area
- Direct Facilitation of US and EU Regulatory Inspections principle Customer Audits