



Example of External Auditor Job Description

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Our growing company is looking to fill the role of external auditor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for external auditor

- Plan, implement and document internal and external audits
- Assess supplier quality system
- Close out of identified audit findings
- Review and evaluate audit reports
- Support and assist suppliers to improve their quality standards
- Qualifications as approved auditor in aerospace industry desirable (AS9100, AS9001, EASA Part21- Part145)
- Degree in Mechanical Engineering, Production Engineering or Quality Management (or similar)
- Expertise relating to production methods
- Proven track record in relevant field
- Experience in applying measurement and inspection methods

Qualifications for external auditor

- Experience in auditing of CMOs, Contract packagers, Contract Laboratories and other vendors
- Undergraduate degree in Accounting, Finance, Economics, or comparable major
- Experience working with management to build trust and to support operations
- In possession of relevant professional certification (i.e., CIA, CPA)

- Completion of undergraduate core coursework in accounting, business administration, computer science or related field