



# Example of External Auditor Job Description

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Our company is looking for an external auditor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for external auditor

- Assists in identifying updates to law/rules/regulations as they impact the agency & the monitoring process
  - Provides technical assistance to AAAs/PAAAs during the monitoring process
  - Participates in meetings with agency & representatives of the audited entity to review audit findings & recommendations
  - Prepare, coordinate, participate, and administer external regulatory audits and inspections
  - Train all inspection support personnel in assigned Site Regulatory Inspection team roles in addition to the inspection support structure and process
  - Leads Site Management in formalizing a response, corrective and preventive actions, and related commitments to any external regulatory agency citation/observation/finding
  - Perform key compliance projects including gap assessments to ensure compliance with regulatory requirements, including FDA, Health Canada, and other international audits as assigned
  - Coordinate, execute, and perform lead audit functions during internal cGMP audits to assure compliance with applicable regulations and international laws and standards, guidelines, and procedures
  - Manage and support compliance projects to achieve plant quality objectives and initiatives including benchmarking with other sites and participating on committees/teams that support cGMP compliance programs
  - Edit, write, review and approve standard operating procedure change controls
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- 5 years of work experience interfacing with and auditing external suppliers or subcontractors in healthcare and /or medical device regulated environments
- 7 years of work experience in a Healthcare or medical device company
- Healthcare industry certifications
- Healthcare industry training
- MBA or Masters in Accounting preferred
- Requires a Bachelor's in Accounting or a related field