



# Example of External Auditor Job Description

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Our company is looking to fill the role of external auditor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for external auditor

- Track, maintain, and report Quality Compliance metrics related to External audits and inspections
- Perform supplier qualifications, participate in continuous supplier monitoring activities including, but not limited to issue management and audit
- Critical thinking skills to assist Watson Health teams qualify their internal and external suppliers
- Application of healthcare and life science regulations and standards to supplier qualification, issue management, and auditing
- Continuously improving procedures supporting supplier qualification, management, and auditing
- Maintaining records of supplier qualification and continuous monitoring
- Independently monitor Area Agencies on Aging (AAAs) and PASSPORT Administrative Agencies (PAAs)
- Conduct routine and non-routine financial, compliance and/or operational reviews of various state, federal, and/or Ohio Department of Aging (ODA) policies, rules and regulations
- Assist supervisor with preparing monitoring guidelines and practice aids
- Prepare work papers to document the monitoring of the AAAs/PAAs

## Qualifications for external auditor

- Thorough working knowledge of current Good Manufacturing Practices and

- Must possess the ability to communicate with all levels of management and lead a cross functional team to perform audits and convey results in an effective manner to site management
- Minimum of five years' experience with at least two of the years as a lead auditor or serving in a lead auditor capacity in a Pharmaceutical or GxP regulated environment
- Candidate must have inspection interface experience with the FDA
- Works in a variety of areas including office, manufacturing areas, utility areas, and laboratory areas with associated conditions and hazards (including radio frequency)
- Must be able to wear all required area safety equipment and clean room garments for extended periods of time