



Example of Quality Compliance Specialist Job Description

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Our company is looking to fill the role of quality compliance specialist. 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 quality compliance specialist

- Provide support to the Senior Director, Quality & Regulatory Compliance in the development, enhancement, standardization, execution and implementation of processes to manage the notified body audit program
- Research, compile, analyze and report various operational data from multiple sources which could include unit production, productivity and/or quality statistics
- Audit mortgage and intricate loan documentation for accuracy and completeness
- Analyze financial statements, loan documentation and other relevant data to determine best solution
- Act as a liaison to external vendors or other internal departments through consistent phone or email correspondence
- Support and facilitate corporate or T&D compliance and quality management initiatives includes Sarbanes-Oxley (SOX) Compliance quarterly certification, corrective action plan tracking program, Approval Authorization Matrix (AAM) review, critical business records (CBR) initiative, or QA Change Management review
- Obtain and analyze information relevant to quality assessments
- Lead and Facilitate Root Cause Analysis (RCA) meetings, create documentation (Initial impact assessments, RCAs, Final investigation report and Corrective and Preventive Actions) for the review and final approval by

- Bachelors Degree in basic or applied science (preferably with a pharmaceutical and health care emphasis), mathematics, or statistics or equivalent related work experience
- Position requires knowledge of GxP guidelines and regulations with 2-5 years working in facilities maintenance, engineering, or operations organization (pharmaceutical preferred)

Qualifications for quality compliance specialist

- Knowledge of the pharmaceutical industry and cold chain is an asset
- Ability to make constructive recommendations
- Bachelor of Science degree in an applicable field comparable experience
- Minimum of 6 years supporting Quality Compliance with experience in Capital Equipment medical devices
- Experience with CAPA systems (or equivalent) and methodology
- Position requires the coordination and performance of multiple, complex projects while understanding the principles and technical skills related to work assignments