



# Example of Quality Compliance Specialist Job Description

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Our growing company is looking for a quality compliance specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for quality compliance specialist

- Organic Compliance
- Kosher Compliance
- QMS Compliance
- Assess the maturity of current Business Unit (BU) processes and practices against the TOMS framework and identify required actions to close gaps
- Support project management, stakeholder engagement and communication activities associated with the implementation of TOMS across the Liquids Pipelines business unit
- Provide subject matter expertise on all aspects of TOMS to Business Unit and BU Program Leaders, including explaining and interpreting element requirements and their intent, providing clarification and setting expectations on enabling tools and processes, and supporting alignment of activities to TOMS
- Develop management system level strategies, standards, processes and tools to support the Business Unit in the implementation of TOMS
- Develop and sustain effective governance structures and practices for the BU Management System aligned to TOMS
- Interact with element and process owners to identify and action improvements
- Prepare required evidence for internal/external audits and generate reports with action plans to close findings

- Knowledge of regulatory and accreditation standards for Imaging required
- Knowledge of regulatory and accreditation standards for Laboratory preferred
- Superb communication (both oral and written), organizational, and problem-solving skills
- Ability to establish collaborative relationships with stakeholders, including, but not limited to, physicians, management, staff, patients, and their families
- Four (4) year degree required, preferably with scientific, engineering, regulatory, internal audit, pre-medical, legal, or general business core concentration
- Professional certifications and regulatory, quality systems, or internal audit training certificates in relevant disciplines are desirable, although no particular certification is required