



Example of Quality Control Auditor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of quality control 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 quality control auditor

- Performing routine and complex audits for all operational staff including but not limited to claim examiners, claim adjusters, data entry staff, enrollment and billing staff, customer service staff and provider file maintenance staff
- Conducting regulatory research with the compliance team in order to ensure that the services teams and business systems maintain contractual and regulatory compliance
- Developing, preparing and reporting results of service level and process audits and providing error statements for explanation of errors to audited staff and management
- Serving as a subject matter expert in a specific business function (e.g., Application Hosting, Claims, Enrollment,) and participating in projects teams as needed
- Providing information to training staff and/or BPO management regarding need for group and/or individual training based on audits
- Performing focus audits, creating ad hoc reports and summarizing the results for management and/or the client
- Communicates daily to overseas factories, internal staff
- Develops and maintains auditor training material with the QPM that is consistent with industry standard management system auditing principles and techniques
- Perform comprehensive quality control reviews to ensure regulatory

- Lead and perform comprehensive loan level and system analysis for Consumer Finance originated and non-originated loan products

Qualifications for quality control auditor

- Must be legally authorized to work in the USA for any employer without sponsorship
- Knowledge of federal and state regulatory requirements and broad base of experience in multiple areas of mortgage servicing operations
- Must have a high school graduate or GED equivalent and a minimum of 2 years of tower top installation, current and active tower climbing experience in the wireless industry
- Minimum of 5 Years' experience in healthcare operations (e.g., claims enrollment)
- Proficient in Microsoft Office applications including Word, Excel and Outlook, PowerPoint, and Visio
- Strong comprehension capabilities