



## Example of Regulatory Coordinator Job Description

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Our innovative and growing company is looking to fill the role of regulatory coordinator. 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 regulatory coordinator

- Manages external database subscriptions relating to the department
- Accurately reviews, enters and maintains ERP system item master product specifications or product regulatory and technical compliance specifications and test data
- Handles standard plant requests for modifications and maintenance to manufacturing facility item master engineering data or compliance testing schedules according to Technical Group Services department procedures
- Maintains department, team and other associated databases according to department procedures
- Maintains plant request files for item master or product testing
- Acts independently to manage the product regulatory and technical compliance activities of the SBU manufacturing facilities as they relate to product specifications or technical compliance with regulations
- Reviews plant item master inputs or test data for accuracy and completeness and produces regulatory compliance documentation for plants, customers and governmental agencies
- Develops schedules for regulatory testing
- Receives requests from plants, or supervisor for item master product changes in ERP systems, or for services related to product testing, specification compliance or product change requests, and processes these tasks independently according to department procedures
- Identifies requests that do not conform to department policies and elevates

## Qualifications for regulatory coordinator

- Must be proficient on Microsoft Word, Excel and PowerPoint
- 5 years of mortgage or consumer lending compliance experience
- Possesses and applies comprehensive problem solving abilities for moderately complex issues
- Experience with Encompass LOS a plus
- Customer focused experience
- Experience with various accounting software applications would be considered a definite asset