



Example of Senior Compliance Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of senior compliance specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior compliance specialist

- Track external standards applicable to LifeCell products and processes, the maintenance of the corporate standards library/index and communication of proposed/implemented changes to LifeCell staff
- Identifies and suggest changes to work processes with a view to streamlining operations and support provided using industry best practices and concepts like Lean Six Sigma
- Conduct daily activities of assigned job responsibilities and projects as assigned
- Focusing on Operational compliance, process improvements, training, and driving annual risk assessment and mitigation processes.
- Working with the businesses to develop an effective sustainable compliance program
- Lose coordination with the P&L business leaders to monitor compliance risks, action plans and support overall strategies to grow while ensuring compliance risk is limited.
- Supporting Ombuds network by creating open reporting environment
- Actively participate in selection, due diligence and annual training of channel partners and distributors
- Maintain and continuously improve compliance measures, dashboards, and operating metrics as applicable to different functions
- Conducting compliance training along with business leadership – Compliance Leadership Training, New Hire training, etc

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- Knowledge of FDA and EMEA regulations and a working knowledge of root cause analysis is required
 - Solves routine problems of limited scope and complexity following established policies and procedures, regulations
 - At least 3 years' experience in a quality and/or compliance function in performing audits is required
 - Masters or Degree in Natural Sciences (Biotech preferred) or related experience (sterile manufacturing)
 - Must be able to communicate effectively with employees, peers, management and regulatory agencies
 - Prior employment with a regulatory agency