



# Example of Spec, Compliance Job Description

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Our company is growing rapidly and is looking for a spec, compliance. 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 spec, compliance

- Quality coaching (all services are directly engaged on the projects)
- Being a team member of a regional based SDLC Quality Technical Writing and Quality Approval team coordinating with Documentation Administration Services
- Working with external resources, which will scale up and down based on the demand of capital projects
- Providing guidance to teams regarding MSD System Development Life Cycle Policy requirements
- Providing support of SDLC related questions for internal audits, external inspections, and SDLC Assessments/Sustainment
- At least 1-year experience in Compliance
- Based in Malaysia
- Fluency in English and regional languages strongly preferred
- Project management/administration experience is an advantage
- Communicates with members of Compliance, Law, Internal Audit and W&SFG Insurers and SSUs in an efficient and effective manner so that changes to business operations and practices are effectively implemented by W&SFG Insurers and SSUs

## Qualifications for spec, compliance

- Interested in the field of ethics and compliance

- Informing (proficient) - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization
- Perseverance (developing) - Pursues everything with energy, drive, and a need to finish
- Problem Solving (developing) - Uses rigorous logic and methods to solve difficult problems with effective solutions