



Example of Specialist, Compliance Job Description

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Our company is growing rapidly and is hiring for a specialist, compliance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for specialist, compliance

- Assists in responsibility of preparing and/or monitoring all documentation required for export shipments
- Coordinates Committee meetings
- Gathers information and background material in response to inquiries
- Attends workshops or conferences relevant to assigned duties
- Coordinate with cross functional IOPS Compliance resources to support Procurement and Quality Auditing needs for acceptable closure of audit findings and to secure evidence that substantiates supplier commitments
- Spearhead and support the Compliance Coordinator's efforts by assisting with escalations, escalated complaints, other duties assigned to Coordinators
- Worked with multiple stakeholders and management, who are across multiple regions and time zones
- Partner with business stakeholders as a compliance generalist to implement and enhance compliant standard business processes, procedures, forms, tools and practices to advance the Compliance Program and reduce corporate risk
- Assist the Associate Director, Clinical Billing Integrity, in executing an effective auditing and monitoring plan by conducting compliance audits and investigations
- Receive and respond to inquiries, requests for consultation, and complaints

Qualifications for specialist, compliance

- Independent Judgment (Authority to make decisions)

- Bachelor's degree, in a science field (2 years of experience for each year of college can be substituted for the degree) plus
- 3 years of Quality Control Microbiology or Quality Assurance in a cGMP Manufacturing environment
- Basic Microbiology knowledge
- Aseptic Technique and Aseptic Gowning Experience