



Example of Specialist, Compliance Job Description

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

Responsibilities for specialist, compliance

- Performing the test steps in accordance with the set guidelines
- Reviewing the work of Specialist
- Monitoring audit calendar and highlighting delays to ensure audits are completed on time
- Co-ordinate with other VCA counterparts to ensure smooth completion
- Provide data and reports for periodic management reporting
- Training other resources in VCA areas
- Researching on industry best practices, benchmarking, upcoming laws and other external resources to keep update with operational changes
- The person will also be responsible for performing Internal Audits including testing transaction and drafting initial report
- Ensure that our internal control framework of finance processes, control governance set-up and segregation of duties are continuously satisfactory implemented
- Furthermore, you will handle process and control evaluation, design, development, set requirements and ensure business alignment

Qualifications for specialist, compliance

- In-depth knowledge and understanding of applicable pharmaceutical industry laws, regulations and guidelines, including privacy, anti-corruption, transparency, customer/patient interactions
- Ability to interpret information security policies

- Ability to analyze and identify information security problems quickly and efficiently
- Ability to collaborate with other SRC team members and other associates across the division to achieve greater team or divisional results
- Have good typing speed