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| **Date Prepared:** |  |
| **Employee Name:** |  |
| **Job Title:** | **Quality Assurance Auditor** |

**Position Summary:**

This position is responsible for performing quality assurance assessments to ensure the ongoing regulatory compliance for Accumedix and the clients that it serves.

**Reporting Structure:**

Reports to Manager, RA/QA

**Direct Reports:**

N/A

**Major Responsibilities:**

* Responsible for the assessment and documentation of compliance to the various regulatory standards.
* Responsible for the planning and conduct of the internal audits performed for Accumedix and the clients that subscribe to the Accumedix quality system.
* Responsible for assisting with organization and serving as a key contact during the various external audits performed by, but not limited to, FDA, European Notified Body, customers, etc.

**Secondary Responsibilities:**

* Perform special tasks per request of the Manager of RA/QA; however, it must be noted that this position may not participate in the activities and decisions made regarding the Quality Management System (QMS) to ensure independence is maintained.

**Education:**

* College degree

**Experience:**

* A minimum of 2 years of experience in the medical device industry.

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| Employee Approval |  | Date |  |
| Supervisor Approval |  | Date |  |