



## Quality and Compliance Specialist

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### SUMMARY

The McCreadie Group, a Cordance Operations company, is seeking a full-time Quality and Compliance Specialist.

The primary focus of this role is to support the quality and compliance needs for McCreadie Group. The McCreadie Group provides software and services into regulated markets requiring a robust quality, security, and compliance program.

This position will oversee the quality management aspect of the company including the quality manual, oversee the product testing process, and signoffs on quality. This position will develop and conduct an internal audit program to help ensure the company maintains a robust and meaningful quality approach. In addition, this role will stay abreast of the latest changes in SOC2, HIPAA, and 21 CFR Part 11 regulations and work with the company to ensure compliance. This position will lead efforts for third-party compliance audits and help the company pursue additional compliance needs. This position will work collaboratively with the company's IT team to complete customer audits of our processes and safeguards.

This is a remote/home-office based position that requires access to a professional workspace with a reliable high speed internet connection.

We offer a competitive salary and benefits including:

- Remote work
- Flexible hours
- A retirement plan that includes up to a 4% employer match
- Cigna Health Insurance plans including dental and vision
- Short-term disability coverage

### ESSENTIAL JOB FUNCTIONS

- Oversee the Quality Management functions of the company
- Work with the product planning team to design quality into the development process
- Work with the process and product testers to ensure quality
- Establish and conduct an internal audit program

- Work with IT to provide support in compliance audits (SOC2, HITRUST, Regulatory)
- Assist in efforts to complete client security questionnaires
- Assist in pre-sales support in areas of compliance
- Assist in post-sales implementation support
- Maintain documentation of all company policies and standard operating procedures
- Oversee the company's learning management system for internal training
- Other duties as assigned

## QUALIFICATIONS

### **Required Skills, Educations, and Experience**

- BS/BA degree or higher, or relevant industry training and certifications
- 3-10 years of real-world experience in audit and/or compliance roles
- Quick learner, eager to embrace new skills and technologies
- Excellent organizational skills with ability to work independently and manage projects with many moving parts
- Ability to perform duties in an efficient, professional, and courteous manner
- Excellent written and verbal communication skills
- Must be eligible to work in the U.S. without sponsorship

### **Desired Skills and Experience**

- Experience with regulations in healthcare and clinical research fields
- Strong technical skills
- Certified Manager of Quality/Organizational Excellence (CMQ/OE) exam from the American Society for Quality (ASQ)
- Experience operating an internal audit program

Principals only. We are unable to sponsor.